UNIVERSITY of HOUSTON | RM

University of Houston
Office of Risk Management
c/o Office of Treasurer
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MOTOR VEHICLE RECORD EVALUATION REQUEST
☐ Employee   ☐ Student Worker   ☐ Job Applicant

PLEASE PRINT CLEARLY or TYPE **Submit form in person or via fax only**

Driver's Full Name (include middle name)	State
Driver's License Number	Date of Birth (mm/dd/yyyy)
Name of Department and Department ID#	**Departmental Contact Name and Departmental Business Contact Name**
Departmental Contact's Phone Number	Departmental Business Contact's E-mail Address (results will be emailed to Business Contact)

Per University of Houston MAPP 06.05.03, motor vehicle records (MVR's) are required by anyone authorized to operate a university owned or leased vehicle. No employee, potential employee, student, or volunteer is permitted to operate a vehicle on university business until authorization has been approved.

Instructions:
Complete the top portion of this form. The driver must sign and date below. Normal turnaround for Texas motor vehicle records is five (5) days.

This form contains Level 1 data. Per policy MAPP 10.05.03, it may not be emailed unless it is encrypted. To receive a digital certificate necessary to send encrypted email, please contact UIT Security

Non-Texas (Out-of-State) Driver Licenses - JOB APPLICANT ONLY
Complete the top portion of this form. Clearly indicate the name of the state and the full driver license number. New residents moving to Texas who have a valid driver license from another state have 90 days after entry into the state to secure a Texas Driver License. Out-of-state motor vehicle records incur a nominal fee (approximately $10-$15) which must be paid by the requesting department.

Signature Authorization:
I hereby authorize the University to obtain a motor vehicle record as set forth above. This authorization shall remain in effect over the course of my employment.

Driver Signature (Authorizing Texas or Out-of-State MVR Check)	Date
Non-Texas (Out-of-State) Requests – PeopleSoft LOCAL Cost Center Fund Code Dept ID Program Project ID Speedtype	Certifying Signature - Print Name and Sign

UHRM REV. 03/14