



## EMPLOYEE AUTHORIZATION FORM

### Disclosure and Release Form Employee Driving Record Information

1. In connection with my employment (or my application for employment), I hereby give permission to \_\_\_\_\_ (hereinafter referred to as "Employer") to obtain my state driving record (also known as my motor vehicle record or MVR).
2. I acknowledge and understand that my driving record is a consumer report that contains public record information.
3. I authorize, without reservation, any party or agency contacted by Employer to furnish the above-mentioned information.
4. I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record.
5. This authorization shall remain on file by Employer for the duration of my employment and will serve as an ongoing authorization for Employer to procure my state driving record at any time during my employment period.
6. I understand that Employer may take adverse action affecting my employment based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:
  - Employer must notify me in writing of any such adverse action.
  - I have the right to receive a copy of the driving record upon which the adverse action was based.
  - I have the right to receive a summary of my rights under the Fair Credit Reporting Act. I have the right to know the name, address, and telephone number of the consumer reporting agency that provided my driving record to Employer.
  - I have the right to obtain a free copy of my driving record from the agency that provided it . if such a request is made within 60 days from the date that Employer took adverse action.
  - I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it and to request that errors be corrected.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Driver's License Number & State

\_\_\_\_\_  
Today's Date