UNIVERSITY of **HOUSTON** | RM

University of Houston
Office of Risk Management
E. Cullen Building, Room 22
Houston, TX 77204-2009
Office: 713-743-6772

Fax: (713) 743-1501
Do not submit via email unless encrypted

MOTOR VEHICLE RECORD EVALUATION REQUEST

Employee ☐ Student Worker ☐ Pre-Employment

Volunteer Student

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)
People Soft/Employee ID# (if applicable)	**Departmental Business Contact Name and Phone #**
Name of Department and Department ID Code #	*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. The form must be submitted by the MVR College/Department Contact.

This form contains Level 1 data. Per policy SAM 07.A.08, it may not be emailed unless it is encrypted. Instructions for sending encrypted email can be found https://uhsystem.edu/offices/information-security/resources/secure-email/ index.php

NON-TEXAS (OUT-OF-STATE) Driver Licenses - Pre-Employment 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				DBA OR CDA Certifying Signature - Print Name and Sign
Fund Code	Dept ID	Program	Project ID	Speedtype

UHRM REV. 5/19