

University of Houston

Office of Risk Management
 c/o Office of Treasurer
 E. Cullen Building, Room 2
 Houston, TX 77204-2009
(713) 743-8795 (Fax)

MOTOR VEHICLE RECORD EVALUATION REQUEST

Employee Student Worker Job Applicant

PLEASE PRINT CLEARLY or TYPE

Submit form in person or via fax

Driver's Full Name (include middle name)	State
Driver's License Number	Date of Birth (mm/dd/yyyy)
Name of Driver's Department	Departmental Contact/Requestor's Name
Requestor's Phone Number	Requestor's E-mail Address <small>(results will be emailed)</small>

Per University of Houston System MAPP policy 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.

Non-Texas (Out-of-State) Driver Licenses

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	Certifying Signature - Print Name and Sign
Fund Code Dept ID Program Project ID Speedtype	

If you have any questions, please contact Risk Management c/o Office of Treasurer @ 713-743-9180 or email riskmgmt@uh.edu.