



Notice to Applicant of Intent to Obtain Driving Record

Dear Applicant:

In connection with your application for employment, we would like to procure certain background information concerning your driving record.

Before we may procure a driving record, you must authorize such procurement in writing. You have the right to decline authorization for us to procure a driving report. Below, you will find a release which will allow us to obtain a driving record. Please read the release carefully before signing it and indicating your choice regarding disclosure.

Release to Procure a Driving Record

I have read the "Notice to Applicant of Intent to Obtain a Driving Record" letter above.

I understand that I have the right to decline authorization to procure a driving record concerning me.

I understand that the driving record may obtain information concerning my: social security number and/or criminal background.

Understanding these rights,

Date ____/____/____

_____ I authorize you to procure a driving record concerning me.

_____ I do not authorize you to procure a driving record concerning me.

Applicant (print please): _____

Signature: _____

Driver License #: _____

Expiration Date: _____

Driver License State: _____

Date of Birth: ____/____/____