



Office of Risk Management
 4400 University Drive, MS 6D6, Fairfax, Virginia 22030
 Phone: 703-993-2599; Fax: 703-993-2339

MOTOR VEHICLE REPORT (MVR) REQUEST AND RELEASE

In order to better protect your personal identifiable information, this form should not be faxed or scanned for electronic submission. Completed forms should be sent via campus mail or hand delivered to The Office of Risk Management, Merten Hall, Suite 3200, MSN 6D6.

This form must be completed in its entirety. There is a minimum of 7 days processing time.

 Driver's Last Name Driver's First Name Driver's MI Driver's Email Address

 G Number Department Driver's License State Driver's License Number

Student Faculty/Staff Contracted/Affiliate Temporary Employee/Summer Staff from: _____ to: _____
date date

List any other states in which the employee held a driver's license in the **past three years**.

MUST PROVIDE A THREE YEAR DRIVER HISTORY

{ _____
 State Driver's License Number

State Driver's License Number

 Supervisor's Name Department Supervisor's email Phone

DRIVER'S MOTOR VEHICLE REPORT (MVR) RELEASE

I understand that, as a condition of my operating a GMU vehicle, my Motor Vehicle Report (MVR) will be reviewed. I hereby authorize George Mason University to obtain my MVR as often as deemed necessary under the Vehicle Use Policy. I further understand this information will be used to ensure the safety of employees, students and the general public both on and off campus. I understand it is my responsibility to notify the Office of Risk Management if I leave the employment of George Mason University.

 Type or Print Full Name Signature Date

George Mason University respects the confidential nature of the information contained on this form and all motor vehicle reports obtained from DMV, and will strive to secure this information with reasonable and industry accepted protection controls, whether maintained electronically or in paper form.

For internal use only by The Office of Risk Management				Entered into Alert System	Date
Status: (A)Acceptable; (C)Conditional; (R)Restricted, (P)Prohibited					
Date of Review	Reviewer	Training Date	Status	Comments	