

MICHIGAN STATE
UNIVERSITY

MICHIGAN DRIVER RECORD REQUEST

Office of Risk Management & Insurance
408 W. Circle Drive, Rm 113 Olds Hall
East Lansing, MI 48824
Phone (517) 355-5022
Fax (517) 432-3854
E-mail: riskmgmt@msu.edu

All drivers must have a valid unrestricted U.S. driver's license, with proper class and endorsements listed for the vehicle(s) to be operated and must have a satisfactory driving record. The responsibility for enforcing these requirements rests with the Department Chairperson, or equivalent. Departments can obtain driving records by completing this form and forwarding it to the Office of Risk Management & Insurance. There is no charge for Michigan driving records.

COLLEGE/DEPARTMENT: complete form and forward to the Office of Risk Management & Insurance. Use one form per driver or attach a list of names, driver's license numbers and dates of birth.

DRIVER NAME: _____

MICHIGAN DRIVER'S LICENSE NUMBER: _____

DATE OF BIRTH: _____

DESCRIBE DRIVING ACTIVITY ON BEHALF OF MSU: _____

I AUTHORIZE MICHIGAN STATE UNIVERSITY TO VERIFY MY DRIVING RECORD WITH ANY APPROPRIATE AUTHORITY, EITHER NOW OR IN THE FUTURE, AND I AUTHORIZE ANY GOVERNMENT MOTOR VEHICLE DEPARTMENT TO RELEASE MY RECORDS AT THE REQUEST OF MSU OR ITS DESIGNEE.

DRIVER'S SIGNATURE: _____ Date: _____

PLEASE INDICATE DEPARTMENTAL CONTACT PERSON WITH WHOM RESULTS SHOULD BE REVIEWED:

NAME _____

E-MAIL ADDRESS _____

PHONE _____

AUTHORIZED ADMINISTRATOR'S SIGNATURE: _____ DATE: _____