

# REQUEST FOR CHECK OF DRIVING RECORD

**NOTE:** This form may only be used in states that do not require a specific form.

**CAUTION:** When using a third party to request background information on applicants or existing employees - such as motor vehicle records, information from previous employers, criminal records, or credit history - you are subject to the Fair Credit Reporting Act (FCRA) and State consumer reporting laws. Under FCRA, the third-party vendor is considered a consumer reporting agency (CRA) and the employee background information is a consumer report. Before you can obtain a consumer report from a CRA, you must provide applicants and employees with a disclosure stating that your company may obtain such a report for employment purposes, and you must have authorization from the applicant or employee to conduct the check. You must also provide a copy of the Federal Trade Commission's notice called "A Summary of Your Rights Under the Fair Credit Reporting Act." The notice, disclosure, and authorization are not included in this file, and some state laws have additional requirements. Consult with your CRA on the need and use of such documents.

I hereby authorize you to release the following information to SCOTT TRANSPORTATION, INC.  
(Employer)

for purposes of investigation as required by Sections 391.23 and 391.25 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability which may result from furnishing such information.

X

(Driver's Signature)

X

(Date)

I also hereby certify that this report request and the above driver's release notice meet the definition of "permissible uses" of state motor vehicle records under the provisions of the **Driver's Privacy Protection Act of 1994** (Public Law 103-322, Title XXX, Section 300002(a)).

(Signature of Requester)

(Date)

TO: STATE OF  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEAR SIR/MADAM:

The following named person has made application with our company for the position of Truck Driver/Car Hauler  
\_\_\_\_\_. In accordance with Section 391.23, Federal Department of Transportation Regulations,  
please furnish the undersigned with the applicant's driving record for the past three years.

The following named person is employed with our company in the position of \_\_\_\_\_  
\_\_\_\_\_. In accordance with Section 391.25, Federal Department of Transportation Regulations,  
please furnish the undersigned with the employee's driving record for the past year.

NAME OF DRIVER: X \_\_\_\_\_

ADDRESS: X \_\_\_\_\_  
(Number & Street) (City) (State) (Zipcode)

FORMER ADDRESS: X \_\_\_\_\_  
(Number & Street) (City) (State) (Zipcode)

DATE OF BIRTH: X \_\_\_\_\_ SSN X \_\_\_\_\_ LICENSE NO. X \_\_\_\_\_

REQUESTED BY

Scott Transportation, Inc.  
(Name of Company)

Denise Ciesielski  
(Typed Name)

232 Main St Suite 10  
(Address)

Administrative Assistant  
(Title)

Fort Fairfield ME 04742  
(City) (State)

(Signature)

## Request for Driver Information

Most states require their specific form to be used to obtain an individual's driving record. The following states *do not* require the use of a state-specific form. This information is current through January 15, 2010, and is subject to change.

State/General Contact Information	State/General Contact Information
<p><b>District of Columbia</b>            Department of Motor Vehicles            Driver's Records            P.O. Box 90120            Washington, DC 20090            (202) 727-5000</p>	<p><b>Kentucky</b>            Transportation Cabinet            Division of Driver Licensing            Fee Accounting Section            200 Mero St.            Frankfort, KY 40622            (502) 564-0278</p>
<p><b>Florida<sup>1</sup></b>            Bureau of Records            P.O. Box 5775, MS 90            Tallahassee, FL 32314-5775            (850) 617-2000</p>	<p><b>Maine</b>            Bureau of Motor Vehicles            State House Station 29            Attn: Driving Records            Augusta, ME 04333-0029            (207) 624-9000 Ext. 52116</p>
<p><b>Hawaii</b>            Traffic Violations Bureau            Abstract Section            1111 Alakea Street, 2nd Floor            Honolulu, HI 96813            (808) 538-5530</p>	<p><b>Maryland<sup>1</sup></b>            State Motor Vehicle Administration            Driver Records Unit, Room 145            6601 Ritchie Highway, N.E.            Glen Burnie, MD 21062            (410) 768-7034/7035</p>
<p><b>Idaho<sup>1</sup></b>            Idaho Transportation Department            Driver Services Section            P.O. Box 34            Boise, ID 83731-0034            (208) 334-8735</p>	<p><b>North Dakota<sup>1</sup></b>            Driver's License Division            608 E. Boulevard Ave.            Bismarck, ND 58505            (701) 328-2604</p>
<p><b>Indiana<sup>1</sup></b>            Bureau of Motor Vehicles            100 N. Senate Ave., Room N405            Indianapolis, IN 46204            (317) 233-6000, option #2</p>	<p><b>Rhode Island</b>            Operator Control            John O. Pastore Bldg.            Harrington Hall - Lower Level            30 Howard Ave., Bldg. 58            Cranston, RI 02920            (401) 462-0800</p>
<p><b>Kansas<sup>1</sup></b>            Department of Revenue            Driver Control            P.O. Box 12021            Topeka, KS, 66612            (785) 296-3671</p>	

<sup>1</sup> State issued form or other form of written request is considered acceptable.