ADR – American Driving Records and all agencies acting on behalf of American Driving Records, Inc.

Disclosure and Release Form

In connection with my application for employment (including contract for service) with _____, I understand that motor vehicle reports which may contain public and private record information may be requested from ADR. These reports may include but are not limited to the following types of information; name, address social security number, date of birth, driver license or ID number and driver record. I also understand that the information included in such reports will be taken into consideration in deciding whether to offer me employment if the position requires such.

I authorize, without reservation, any party or agency contacted by ADR to furnish the above mentioned information.

I understand that:

- ADR obtains all driver and vehicle information directly from the various state Department of Motor Vehicles (or a corresponding agency) and does not maintain its own database of driver and vehicle information.
- ADR acts only as a courier and has no control over any of the information that a state discloses in my driver record or vehicle record.
- If there is something inaccurate on my driver or vehicle report, I must contact the DMV directly to have the information corrected and updated.

I hereby authorize procurement of motor vehicle records. This authorization shall remain on file throughout my employment and shall serve as an ongoing authorization for you to procure motor vehicle records at anytime during my employment.

Name: _____ ID #: _____

Driver's License #: _____ Issuing State: _____

Date of Birth: _____

Check the appropriate purpose for requesting Driving Clearance:

☐ Employment

    Department: _____

    Supervisor: _____

☐ Off-Campus Travel/Class Trips

    Department: _____

    Date of event: _____

    Trip Organizer: _____

Signature: _____ Date: _____

Authorizing Supervisor or Trip Organizer (faculty/staff) Signature: _____

ADR Forms must be submitted to Human Resources at least 3-5 business days prior to class trip, club event, or off-campus travel.

Revised 08.20.2014