

**Drive-To-Work/O Randolph Rollins, PLC**

**Application for Services**

<b>Personal Identification</b>		
Full Name		Telephone
Date of Birth		Place of Birth
US Citizen	Yes      No	Other Status
Social Security Number		
<b>Personal Identity Documents</b>		Do You Have? (Check all that apply)
Birth Certificate		
Virginia Drivers License (expired)		
Virginia Personal Identification Card		
Criminal Justice Agency Offender Information Form		
US Passport		
Other Passport		
Social Security Card		
Employer Check Stubs (two most recent)		
<b>Family Information</b>		
Married?	Yes   No   Name	Living Together   Yes   No   Name
Number of Dependents		
Child Support Orders (fill out completely)		
Name	\$	mo
Name	\$	mo
Name	\$	mo
Household Income (take home pay of all residents)		\$      mo
<b>Legal Residence</b>		
Street		Apt No.
City		State and Zip
Telephone		Cell
Own      Rent	(check one)	
If Rent, Contact Name		Phone
How long at this address		mo/yr
e-mail address		
<b>Employment/Job-Training Program</b>		Monthly Income
Employed	Yes      No      (check one)	How long?
Job Training	Yes      No      (check one)	How long?
Employer/Program Name		Address
Supervisor		Phone
Your Position		Salary \$      mo      Hourly \$      hr
Work Hours		Hours per week
How Do You Get There?		Time Traveling (per day)
<b>Outstanding Garnishments (list separately)</b>		

<b>Driving Record</b>		
Past Virginia Driver's License	Yes No	License No
Present License Status		
<i>Restrictions/Offenses</i>		Check all that apply
Driving Under Influence (DUI)		
Suspend - Not Paying Child Support		
Suspend - Not Paying Fines and Costs		
Reckless/Aggressive Driving, etc.		
Other Restrictions (list)		
Do you have your DMV Driver History Transcript?	Yes No	
Do you have your DMV Compliance Summary?	Yes No	
<b>Pending Traffic Case(s)</b>		
Date	Charge	Court
<b>Criminal Offender Record (if applicable)</b>		
Convictions (make separate list - offense & sentence)		
Time Served (years)	Place of Incarceration	
Release Date		
Parole/Probation Officer	Court	
Telephone		
Do you have CCRE Report from State Police	Yes No	
<b>Certification</b>		
I certify that all the information in this Application is true and correct.		
No services are promised or will be rendered until this Application is accepted.		
For services to be provided, a retainer agreement must be signed and		
Any required fees must be paid		
<b>Signature</b>	<b>Date</b>	
<b>DID YOU SEND:</b>		
<input type="checkbox"/> DMV Request Form		
<input type="checkbox"/> \$15.00 Check or Money Order		
<b>Mail to:</b>	<b>Office Location:</b>	
DRIVE-TO-WORK	DRIVE-TO-WORK	
P.O. Box 14526	1735 Summit Avenue	
Richmond, VA 23221	Richmond, VA 23230	
	804-358-6727	
rev05/23/07	1-877-358-6727	
	<a href="http://www.drivetowork.org">www.drivetowork.org</a>	