



*Note to College: Give this form to, and obtain a signature from, the applicant/employee/student/volunteer BEFORE asking DMI to obtain an MVR.*

## MOTOR VEHICLE RECORD (MVR) CHECK DISCLOSURE

In compliance with the Fair Credit Reporting Act (FCRA), this Disclosure is provided to advise you that, subject to your consent, Lakeshore Technical College will be requesting access to your MVR.

As a potential operator of a Lakeshore Technical College owned vehicle, or an individual driving any other motor vehicle on behalf of the College, your MVR will be obtained from a third-party consumer reporting agency and provided to DMI.

No portion of your driving record will be released by DMI or the College. The College department requesting your services as an operator of a College vehicle or any other motor vehicle for official College business will be advised on your status as “acceptable” or “not acceptable” per the DMI Driver Record Evaluation Procedure.

You have the right, upon written request made within a reasonable amount of time, to request whether a consumer report has been run about you and to request a copy of your report. The scope of this Disclosure will allow the College to obtain from any outside organization your MVR throughout the course of your employment, or volunteer or student status to the extent permitted by law.

**Kindly complete the section below**

I am aware that MVRs may be obtained as part of Lakeshore Technical College’s evaluation of my driving record. The report may be procured by Lakeshore Technical College or DMI representative(s), and may include personal information obtained from state motor vehicle departments. An assessment of my status for operating a motor vehicle on behalf of the College will be completed.

\_\_\_\_\_  
Full Name (as it appears on driver’s license)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Employee/Applicant/Student/Volunteer

Requesting College Department: \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Representative

\_\_\_\_\_  
Date