

Applicant MVR Release & Order Form

The Federal Fair Credit Reporting Act provides that anyone knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be liable for the greater of actual damages or \$1,000, plus punitive damages, court costs, attorney's fees and up to two years imprisonment.

PRINT ALL INFORMATION

(A LEGIBLE COPY OF YOUR DRIVER'S LICENSE MUST BE ATTACHED TO THIS FORM)

To be completed by applicant:

Applicant Name University ID
Department Position Title
Driver's License # Issuing State License Expiration Date

In connection with my application I understand that investigative background inquiries are to be made on my motor vehicle records. I understand that Drexel University may be requesting information from various Federal, State and other agencies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from a third party and/or any of their licensed agents. The authorization and consent shall be valid in original, fax or copied form. I have the right to make a request of Sterling Backcheck, or authorized consumer reporting agency currently used by Drexel, upon identification and the payment of any authorized fees, for the information files on me at the time of my request. I understand my motor vehicle record will be checked annually and subsequent checks may be required. I further understand that a criminal background check as it relates to my motor vehicle record ("MVR") may be required if information is inconclusive on the MVR record. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract).

I certify that I have read Drexel University's Motor Vehicle Operator Policy and understand that I am obligated to abide by all terms set forth. A copy of this policy and MVR form can be located at Drexel University's Human Resources website under policies or at the following link: <http://www.drexel.edu/hr/policies/DU-RM2.htm>.

Applicant Signature _____ Date

SUPERVISOR INFORMATION

By signing below, I agree that the employee identified above is required to drive as part of their position and that I agree to have my account charged for the costs associated with the above record checks.

To be completed by Supervisor:

Supervisor's Name Supervisor's Signature
Department Fund Home Orgn Phone Date

The cost associated with the motor vehicle check will be charged to the Fund/Org the employee is paid from.
Completed forms must be sent to Drexel University Human Resources: 3201 Arch St., Suite 430.

FOR HIRING COMPANY USE ONLY

In accordance with the Fair Credit Reporting Act, you must:

- Disclose to the applicant, in a separate document, that a consumer report may be obtained.
- Obtain written consent before ordering any reports. Keep the release unless otherwise indicated by code below.
- Advise the applicant of adverse information if used to deny employment, provide applicant with report and give them consumer rights.

SERVICE CHOICE

Driving Record State _____
HR _____ Effective Date _____ Next Cert Date _____

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

DREXEL UNIVERSITY may wish to obtain a "consumer report" from a "consumer reporting agency" when considering your application for employment or your ability to drive a University vehicle.

A "consumer report" is any written, oral, or other communication of any information by a "consumer reporting agency" bearing on the employment history, relevant criminal record, motor vehicle record or general qualification for employment relative to the position for which the applicant is being considered. On limited finance-related positions, a consumer's credit worthiness or credit standing report will be collected. This information is collected for the purpose of service as a factor in establishing the individual's eligibility for employment purposes or driving a DREXEL UNIVERSITY vehicle.

The terms "consumer," "consumer reporting agency," and "consumer report" are defined in the Fair Credit Reporting Act (FCRA), which applies to you. Under the FCRA, you are a "consumer."

A "consumer reporting agency" is a person or business unit that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers to furnish "consumer reports" to others, such as DREXEL UNIVERSITY.

If DREXEL UNIVERSITY obtains a "consumer report" about you, and if it considers any information in the report when making an employment-related decision or a driving eligibility decision that directly and adversely affects you, you will be provided with a copy of the "consumer report" and a summary of your rights under the FCRA "Release and Authorization" page. You also may contact the Federal Trade Commission about your rights under FCRA.

Before DREXEL UNIVERSITY can obtain a "consumer report" about you, you must give your consent in writing. After you have read this page completely, turn to the previous page, which allows you to give your consent.

NOTE: For the text of the Fair Credit Reporting Act, please reference: <http://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/fair-credit-reporting-act>