

# USE FOR GEORGIA LICENSES ONLY

## Motor Vehicle Record Form

If you previously submitted the MVR Authorization Form to Risk Management you DO NOT need to resubmit a new form unless one of the following applies:

1. Information on your Georgia Driver's License has changed since you submitted the original form (name change or License Number change).
2. You obtained a new Georgia Driver's License and surrendered your Out-of State License.
3. Your driver status has changed and you will operate a vehicle.

Please complete the Motor Vehicle Record Form, print, sign, and date where indicated. Send the original form to KSU Risk Management via one of the following methods.

\*\*If you are sending more than one (1) MVR form, please scan each form separately.\*\*

\*\*DO NOT INCLUDE THIS PAGE WHEN SCANNING \*\*

1. Send via fax to KSU Risk Management's secure fax line, **470-578-9325**.
2. Kennesaw campus: Scan to the #DDS folder on a campus Ricoh device. See detailed instructions for the 2 types of Ricoh devices here:  
[Ricoh with Other Functions Button](#) or [Ricoh with Home Button](#).
3. Deliver the *original* form in person in a sealed envelope to the Office of Insurance and Risk Management, Kennesaw Campus, Chastain Point, Suite 109A.
4. If you do not have access to a Ricoh scanning device and cannot deliver in person, please send the *original* form via **U.S. Mail** to:

Office of Insurance and  
Risk Management  
Kennesaw State University  
1000 Chastain Road  
MD 3603  
Kennesaw, GA 30144

\*\* This form is only for employees with a GEORGIA driver's license. If you currently have an Out-Of-State driver's license, Human Resources will run your MVR. To submit an Out-of-State MVR to HR please complete the following steps.

Please fill out the Out of State MVR Form and forward it to Human Resources via email to [backgrounds@kennesaw.edu](mailto:backgrounds@kennesaw.edu). HR will input the information you provide into their system and you will receive an automatic email from [DoNotReply@talentwise.com](mailto:DoNotReply@talentwise.com). This email will contain a link to complete the electronic background consent form. This electronic process allows you to fill out the consent form on a secure website and sign with an electronic signature.

\*\*\*Please note...If you have an Out-of-State license and you are a resident of Georgia, you must obtain a Georgia Driver's License within 30 days of establishing residence. (O.C.G.A. § 40-5-20).



Georgia Department of Driver Services  
Customer Service, Licensing and Records Division  
P.O. Box 80447  
Conyers, Georgia 30013

**REQUEST FOR MOTOR VEHICLE REPORT (MVR)**

Employee has submitted this form as a (SELECT ONE):

New / 1st Time Request ~OR~

Name or License Number Change Request

PLEASE PRINT LEGIBLY

**SECTION 1 – DRIVER INFORMATION (must exactly match driving record)**

Full Name (First, Middle, Last)			
Driver Date of Birth (MM/DD/YY)		Driver's License Number	

**SECTION 2 – THIRD PARTY REQUESTOR INFORMATION**

Full Name (First, Middle, Last)	Office of Insurance and Risk Management
Firm Name (if applicable)	Kennesaw State University
Address	1000 Chastain Road, MD 3603 Kennesaw, GA 30144
FOR DEPARTMENTAL USE ONLY	

**SECTION 3 – TERM OF REQUEST**

Please choose one of the following options:

☐ Three (3) year Georgia MVR

☒ Seven (7) year Georgia MVR

If you are requesting a Georgia MVR by mail, please include a business sized self-addressed stamped envelope along with this request and the required payment amount. By mail, we accept personal checks, cashier's checks, money orders, and company checks.

**SECTION 4 – AUTHORIZATION TO RELEASE RECORD OF DRIVER**

Under penalty of law, I hereby  
(please check one)

☐ request release of my driving record; OR

☒ consent to release of my driving record to the person and/or entity named in  
Section 2, in accordance with O.C.G.A. §40-5-2.

Signature of  
Driver

Date  
(MM-DD-YY)

Driver's Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Driver's Email: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Driver's KSU ID #: \_\_\_\_\_