

**UAH Authorized Driver's Instructions
For MVR Process**

There is a new process for the (MVR) Motor Vehicle Records for UAS.

Once we receive the MVR form with your email address, Fleet Services will then send you an **Evite from Certified Background**. You will need to sign in and enter your information, this way you are in control of your personal information, you will need to fill out and email the disclosure forms to Certified Background before they will start to process your MVR request. Once you have done this the system will let me know where you are in the process. It may take 5 to 7 days to process your records; once they are completed they will email your records to Fleet Services for review against the guidelines set by Risk Management of UAS.

Drivers Privacy Protection Act (DPPA)

Due to strictly enforced state policy requirements and to ensure compliance with the federal Drivers Privacy Protection Act (DPPA), CertifiedBackground.com is **requiring that a signed Disclosure and Authorization form be completed by all applicants needing a Motor Vehicle Record (MVR)** search after November 14, 2012. We will not process a MVR request before receiving the signed Disclosure and Authorization form.

Also, please go to <http://www.uah.edu/facilities-and-operations/facilities/fleet> and read all guide lines and the (VSMP) Vehicle Safety Management Program.

The Following are required documents for UAS Authorized Driver's:

1. UAH MVR Form
2. Front of Driver's License
3. Transcript of Defensive Driving Class
4. Disclosure Authorization form sent to Certified Background
5. Driving Record from Certified Background.

If you have any question please contact

UAH Fleet Services
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