MC
MONTGOMERY
COLLEGE

Request for Driving Record Approval

Employees are required to complete the driver authorization form and submit it to the Office of Human Resources and Strategic Talent Management (HRSTM) for approval. HRSTM will provide a written approval to the requestor and supervisor prior to operating a Montgomery College vehicle. All requests must be received by HRSTM **3 days prior to usage**. As a reminder, driver authorization are for work related projects only.

Section I: To be completed by the Driver

Name: _____ **College ID#: M**_____

Title: _____

Department: _____ **Campus Location:** _____

Date of hire: _____

MD Driver's License #: _____

Section II: To be completed by the Supervisor

Supervisor's name *(Print clearly):* _____

Title: _____

Signature: _____ **Date**: _____

HRSTM has access to Maryland MVA records only. For out- of- state licenses, employees are required to obtain an official driving record from your state of residency and have it sent to HRSTM for approval.

Official driving records can be sent electronically or through inter-office mail to:

Farah Vivas
Montgomery College, HRSTM
9221 Corporate Blvd; Rockville, MD 20850
Phone: (240) 567-5448
Email: DrivingRecords@montgomerycollege.edu