



# DMV Driving & License Records Release Authorization

Version 1.1

Before Constellis, LLC. will authorize use of a company vehicle to an individual, the proposed authorized driver and any additional authorized drivers will be subject to a driving record and license check with the Department of Motor Vehicle (DMV). Some states may require additional authorization forms to be completed. Should the driving record and license check fail to meet the criteria in Constellis' Moyock Vehicle Directive, Constellis reserves the right to deny vehicle use based on the DMV report. Vehicle usage shall be in accordance with any and all Constellis policies and procedures.

**PLEASE PRINT LEGIBLY**

Name of Driver **(as listed on Driver's License):** \_\_\_\_\_

Driver's Address: \_\_\_\_\_  
\_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Is License CDL?  Yes  No Last 4 SSN: \_\_\_\_\_

EXP Date: \_\_\_\_\_ DOB: \_\_\_\_\_

Driver is:  EMPLOYEE  IC  THIRD PARTY

Purpose of vehicle use (i.e. training (give type), travel to (give location) etc.): \_\_\_\_\_  
\_\_\_\_\_

*By signing this DMV Driving and License Records Release Authorization, I hereby authorize Constellis to conduct a driving record and license check with any DMV office in the United States.*

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be filled out by applicable department prior to submission to Human Resources. Completed forms should be sent to HR@constellis.com.**

Department: \_\_\_\_\_ Deltek: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Phone Number: \_\_\_\_\_