

## MVR OUT OF STATE DRIVER'S LICENSE ONLY

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 residency. (O.C.G.A. § 40-5-20).

All employees identified as Routine Drivers must have a current Motor Vehicle Report on file per State policy. If you **do not** have a Georgia Driver's license, Human Resources (HR) will run your Motor Vehicle Report. HR uses **AccurateBackground** to complete the Out-of-State Motor Vehicle Request.

Please forward the completed form to [hrstaff@valdosta.edu](mailto:hrstaff@valdosta.edu). You will receive an email from Accurate Background ([customer\\_service@accurate.com](mailto:customer_service@accurate.com)) inviting you to create a new account and to submit consent forms for your Motor Vehicle Report. This electronic process allows you to fill out the consent form on a secure website and sign with an electronic signature.

**Please note that if you have not submitted your consent forms within 10 days of receiving the invitation email, your case will be canceled.** If you do not see the invitation e-mail in a timely fashion, please check your Spam folder. If you do not respond within the allotted time, your driver qualification status will reflect that you, and your department, are out of compliance with State policy regarding the Driver Qualification program.

Employee's Legal Name \_\_\_\_\_

VSU Email Address \_\_\_\_\_

State Driver's License Issued in \_\_\_\_\_

Department Budget Chart String \_\_\_\_\_

Fund-Dept-Program-Class-Project (if applicable)

Dept Budget Manager Name \_\_\_\_\_

Dept Budget Manager Signature \_\_\_\_\_

Please email this form to [hrstaff@valdosta.edu](mailto:hrstaff@valdosta.edu)