

BAYLOR

UNIVERSITY

AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

I understand and agree that in connection with my application for employment and/or my continued employment with Baylor University (the "University"); the University may obtain a consumer report on me for employment purposes.

If I will be driving on behalf of the University, but I am not an employee or applicant for employment, I understand that as a precondition to approval for driving, the University may nevertheless obtain a consumer report consisting of my driving and motor vehicle records.

A "consumer report" for the purposes of this release is any written, oral or other communication or any information by a consumer reporting agency or law enforcement agency ("outside agency") bearing on a person's motor vehicle or driving records. The University may use an outside agency to research my motor vehicle and driving records, if any. This outside agency will provide a report to the University. This authorization and consent does not authorize the University to obtain information on my financial or credit history.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby certify that I authorize and permit BAYLOR UNIVERSITY to obtain a consumer report on my Driver License/ID Card and Motor Vehicle Records, inclusive of that personal information provided by myself (name, address, driver identification number, etc.).

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Baylor University, its employees, agents and representatives, from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provisions of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided a proper identification.

Please fill out this form **COMPLETELY**, and print **CLEARLY**. **ALL INFORMATION IS REQUIRED.**

(Allow ten working days to process this form.)

New Application _____ Renewal Application _____ Daytime Phone: _____

Last Name: _____ First Name: _____ M.I. _____

Maiden Name: _____ Date of Birth: _____ Age: _____
(mm/dd/yyyy)

A three year driving history is required. All license numbers and states in which you have held that license for the last 36 months must be provided.

Current Driver's License No. _____ State _____

Previous Driver's License No. _____ State _____

Previous Driver's License No. _____ State _____

Faculty _____ Staff _____ Student _____ Other _____

Driving for which Baylor Department or Organization: _____

Email of Dept. Head or Leader of Travel Event _____

(Required)

Van Drivers Must Pass an On-Line Quiz Prior to Driving a Van

I will be driving a 12-15 passenger van. _____ No _____ Yes

I have already successfully taken the on-line van quiz. _____ No _____ Yes

I need to take the van quiz. (It will be sent to the email listed below.) _____ No _____ Yes

Signature: _____ Email: _____

Today's Date: _____

DELIVER OR FAX THIS FORM TO THE DEPARTMENT OF RISK MANAGEMENT

(254) 710-4586, FAX (254) 710-6256

DO NOT EMAIL FORM OR SEND IN CAMPUS MAIL