



Driver Application Form

Please write clearly

First, MI, Last Name as it appears on driver license: _____

UID: U _____ University department: _____

Classification: Faculty/Staff Student/Student Worker Contractor Pre-screen Volunteer/Other

Is driving a requirement of your job? Yes No N/A Type of vehicle: University owned/leased Rental

Driver's License Number: _____ State: _____ (AK, GA, NH, PA, WA see note below)

Birth Date: _____ Phone where you can be reached: _____

X – Signature of Immediate Supervisor required for approval

Today's Date: _____

X – PRINT Immediate Supervisor name here

Applicant Email: _____

Motor Vehicle Record Consent

I acknowledge that I am required to have and maintain a current and valid US driver's license to become or remain eligible to operate a University owned, leased, loaned, or rented vehicle in the course of conducting authorized university business. I hereby authorize and permit Wright State University to obtain a motor vehicle record (MVR) from any and all states in which I have held a driver's license. I understand and agree that Wright State may use an outside Consumer Reporting Agency (CRA) to obtain an MVR with which to evaluate my driving records and that I have received a summary of consumer rights under the Fair Credit Reporting Act. This authorization shall remain on file and shall serve as an ongoing authorization for Wright State to obtain my MVR for lawful purposes at any time during my affiliation with the university unless revoked in writing. Furthermore, I agree to adhere to all practices, policies and procedures concerning proper acquisition, insurance, operation and care of vehicles I am authorized to drive and that I have read and understand universities policies concerned with such (Wright Way 2601). **Please retain a copy of the "Summary of Consumer Rights" (see second page of this application).**

X – Driver's Signature

Today's Date

Note: Applications involving licenses issued from the following list must be accompanied by a special MVR release form. Alaska, Georgia, New Hampshire, Pennsylvania, Washington. These may take longer than 5 days to process. Only applicants with valid U.S. driver licenses can be processed. Please call for details.

To allow adequate time for processing, please return this form at least 5 days prior to driving to:

Lura Clapper
324 University Hall
Phone: (937) 775-3908

A SUMMARY OF CONSUMER RIGHTS Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error). The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.