

**Drake University
Fax Transmittal Sheet**

Motor Vehicle Report Request

TO: Donna Blunck, 271-4169

Today's Date: _____

Please run a motor vehicle check on the following person(s) and let me know if they pass the motor vehicle point system requirements to drive on behalf of Drake University:

<u>Contact Name</u>	<u>Department</u>	<u>Ext #</u>

Purpose of MVR: to determine that the driver does not surpass motor vehicle point system assigned by University's insurance provider. Points are assigned according to incidents that are on the driver's motor vehicle report. (The point system summary can be found at: <http://www.drake.edu/busfin/accounting/exh11mvr.doc>)

_____ (a signed Fair Credit Reporting waiver form allowing the university to run the Motor Vehicle check is also attached).

NAME: _____

STATE: _____

DATE OF BIRTH: _____

DRIVERS LICENSE #: _____

DRIVERS LICENSE EXPIRATION DATE: _____

Thanks.

Donna Blunck
Drake University
Business and Finance
515-271-3116
FAX: 515-271-4169

FAIR CREDIT REPORT AUTHORIZATION FORM TO BE SIGNED BY EMPLOYEE/STUDENT

Name of Employee/Student

Street Address

City, State, Zip Code

Date

Drake University
Company Name of Employer

2507 University Avenue
Street Address

Des Moines, IA 50311
City, State, Zip Code

Dear Drake University

Company Name of Employer

My driving record may be obtained as part of the Drake University 's
Company Name of Employer
evaluation of my eligibility to drive on behalf of the University. The report may be
procured by the University or the University's Insurance Company, and may include my
driving record and an assessment of my insurability under the Company's insurance
coverages. By signing this disclosure, I hereby authorize the Company to procure a
motor vehicle report to evaluate my insurability to drive on behalf of the university.

Sincerely,

Typed Signature Employee/Student

Printed Name of Employee/Student

A Summary of Your 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 a 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, and 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 instigation 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 a 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.

The FCRA give several different federal agencies authority to enforce the FCRA

<u>For Questions or Concerns Regarding:</u> CRAs, creditors and others not listed below	Please Contacts: Federal Trade Commission Consumer Response Center-FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/ agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Controller of the Currency/Compliance Management Mail Stop 6-6 Washington, DC 20551 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal Institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Admin. 1775 Duke Street Alexandria, VA 22314
States-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corp. Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyard Act. 1921	Department of Agriculture Office of Deputy Administrator GIPSA Washington, DC 20250 202-720-7051