



MVR Check Request Best Practices
(October 2011)

1. Keep a copy of all signed MVR request forms locally. It is the responsibility of each District to keep appropriate records. A “template” form is located on the DMI website – FORMS section – entitled MVR Record Check. MVR forms do not **need** to be submitted with the request but are helpful if a question arises.
2. Please verify all information submitted is complete and accurate. We are **unable to process the request** without the following information: full name, driver’s license number, state of license issuance, and date of birth. If the information provided is incomplete it CANNOT be run. Under NO circumstances should social security numbers be e-mailed.
3. Per the DMI Driver Record Check Policy – *“Districts Mutual Insurance (DMI) will absorb the expense associated with an annual driver record check for any Wisconsin Technical College employee. DMI will charge back the actual cost for any driver record check at the College’s request for a student related to any curriculum requirement.”* Please designate requests that are “related to curriculum” specifically. Please note: student status should **not** be indicated if the request is NOT “related to curriculum”, e.g. driver for a field trip / student volunteer and/or employee / etc.
4. Please Note: Due to recent change in the MVR abstract format from the Wisconsin DOT, we are now informed of out-of-state licenses that an individual has held. If someone has held an out-of-state license within the past 6 years DMI recommends that they complete an “Out-of-State License Holder Affidavit” form [DMI website – FORMS section]. It is further recommended that these completed forms be held locally.
5. For requests of 4 persons or less please include the last name of person(s) requested in the subject line of the e-mail. Requests of 5 or more should be submitted as a spreadsheet or table (within the e-mail is acceptable).
6. Send ALL requests via e-mail to: geri@districtsmutualinsurance.com – any other form of submission will delay the reply to your request.
7. If a student/employee has questions regarding their acceptability status that cannot be answered locally, they must complete a DMI “Authorization for Release of Motor Vehicle Record”* [DMI website - FORMS section]. Send completed “Authorization for Release” to Geri Justinger at: geri@districtsmutualinsurance.com.

DMI legally can not release **any information regarding a motor vehicle record without a completed “Authorization for Release” (located in the FORMS section of the DMI website). All information will be sent only to the e-mail address(es) authorized on the “Release” form.*