



## Motor Vehicle Record (MVR) Request Form

**\*Must be submitted by office administration, bookkeeper or secretary.\***

**The district pays a minimum of \$17.00 for each MVR check. Only request an MVR check for those who will actually drive. Incomplete forms will not be processed.**

**MVR checks must be requested on a yearly basis and is valid only for the school year in which it is received.**

**I. Purpose for Providing this Permission:**

- SMSD employees or non-district persons intending to transport SMSD students to and/or from district activities.
- SMSD employee intending to drive a district owned vehicle.
- SMSD employee job position requires you to drive a district owned vehicle.

**II. Requestor:**

Name of School/Department with whom you are affiliated: \_\_\_\_\_  
Purpose of request: \_\_\_\_\_  
SMSD Employee: Y or N

**III. Driver License Information:**

Name (as it appears on DL): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
DL No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**IV. Fee - The \$17.00 fee for this report is paid by SMSD. Only request approval if necessary.**

**V. Verification of eligibility to receive requested records.**

Eligibility of Shawnee Mission School District to receive this information is based on Kansas Department of Revenue Exception Code "C".

- Under the Drivers' Privacy Protection Act of 1994, as amended (18 U.S.C., 2721), personal information obtained by the Kansas Department of Revenue cannot be released unless the request for information falls within one of the exceptions in the Act.
- It is unlawful for personal information to be used for any purpose not permitted under these exceptions. Furthermore, it is unlawful for any person to make false representation in order to obtain personal information from DMV records.
- In addition, Kansas law (K.S.A. 21-3914 and K.S.A. 45-220(c)(2)) prohibits any list of names and addresses derived from public records to be sold, given or received for the purpose of selling or offering for sale any property or service.

**VI. Signature**

I authorize the Shawnee Mission School District to access my personal Motor Vehicle Report for the purpose as noted on this form.

**Requester's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VII. Attachment**

Attach a **clear** copy of your current driver's license to this form and submit to the Purchasing Department. Indistinguishable photos will not be processed.

Purchasing will request the report from the Division of Motor Vehicles. If a driver is not approved, the Purchasing Department will notify the principal or department manager by email. Approved drivers will be added to the MVR Approved List (<https://www.smsd.org/faculty-staff-portal/purchasing>) within 2-5 business days.

Receipt Date: \_\_\_\_\_  
Method: \_\_\_\_\_  
Date Processed: \_\_\_\_\_