



N.C. Department of Labor
Legal Affairs Division

1101 Mail Service Center
Raleigh, N.C. 27699-1101

DRIVER RECORD RELEASE FORM

I understand that my job with the North Carolina Department of Labor (NCDOL) requires that I have a valid driver's license. I further understand that maintaining a valid driver's license is a requirement for continued employment with NCDOL.

AND/OR

I understand that I must have a valid driver's license to be approved to operate a state motor vehicle. I also understand that to be approved to drive a state motor vehicle, my driving record must indicate that I am eligible to drive a school bus.

I understand that the Legal Affairs Division (LAD) will perform an initial check and periodic audits of my driving record for the duration of my employment with NCDOL to ensure ongoing compliance with these requirements.

In order to assist LAD, I am providing my North Carolina driver's license number below. If I am currently licensed in another jurisdiction or have been licensed in another jurisdiction in the past 10 years, I understand that it is my responsibility to obtain a certified copy of my driving record from each jurisdiction in which I have been licensed within the past 10 years. NCDOL will reimburse the fee associated with obtaining a certified driving record from another jurisdiction.

I understand that I will not be allowed to drive a state motor vehicle until LAD has all the required documentation to establish an acceptable 10-year driving history, and I am required to drive my personal vehicle for all NCDOL assignments that include travel until LAD has reviewed and approved my driving history.

Name of Employee as it Appears on Your Driver's License (PLEASE PRINT)

Your NC Driver's License Number

Name of NCDOL Supervisor/Manager (PLEASE PRINT)

Division/ Bureau

Signature of Employee

Date