Guide to Submitting MVR Check Authorization Form

Step 1: Before You Begin

Answer these questions:

Is your license issued outside of Indiana?

If you answered yes, make sure you know your social security number or have access to it. You will need it later in the process.

If you answered no, you will not need your social security number for the process.

Do you know your Driver's License number?

If you answered yes, you are ready to begin the form.

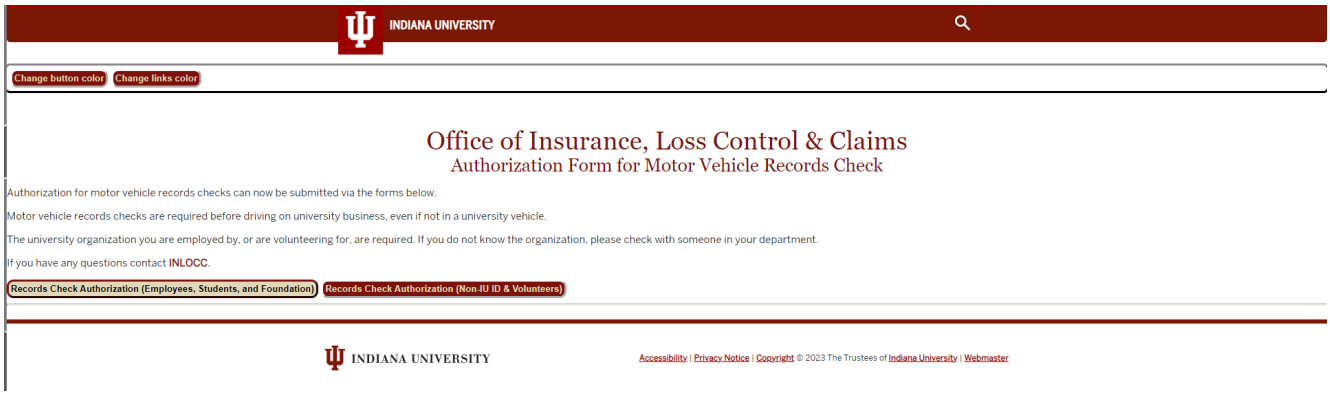
If you answered no, make sure you grab your driver's license now so that you are prepared to begin.

Step 2: Locate the Form

- Follow the link below:
  - https://inlocc.iu.edu/CAS/MVR2/first/FirstStepSubmit.cfm

- OR
  - Access the link through the Recreational Sports Website → Club Sports → Officer Information Page → Motor Vehicle Records Check

- The initial page should look as follows:

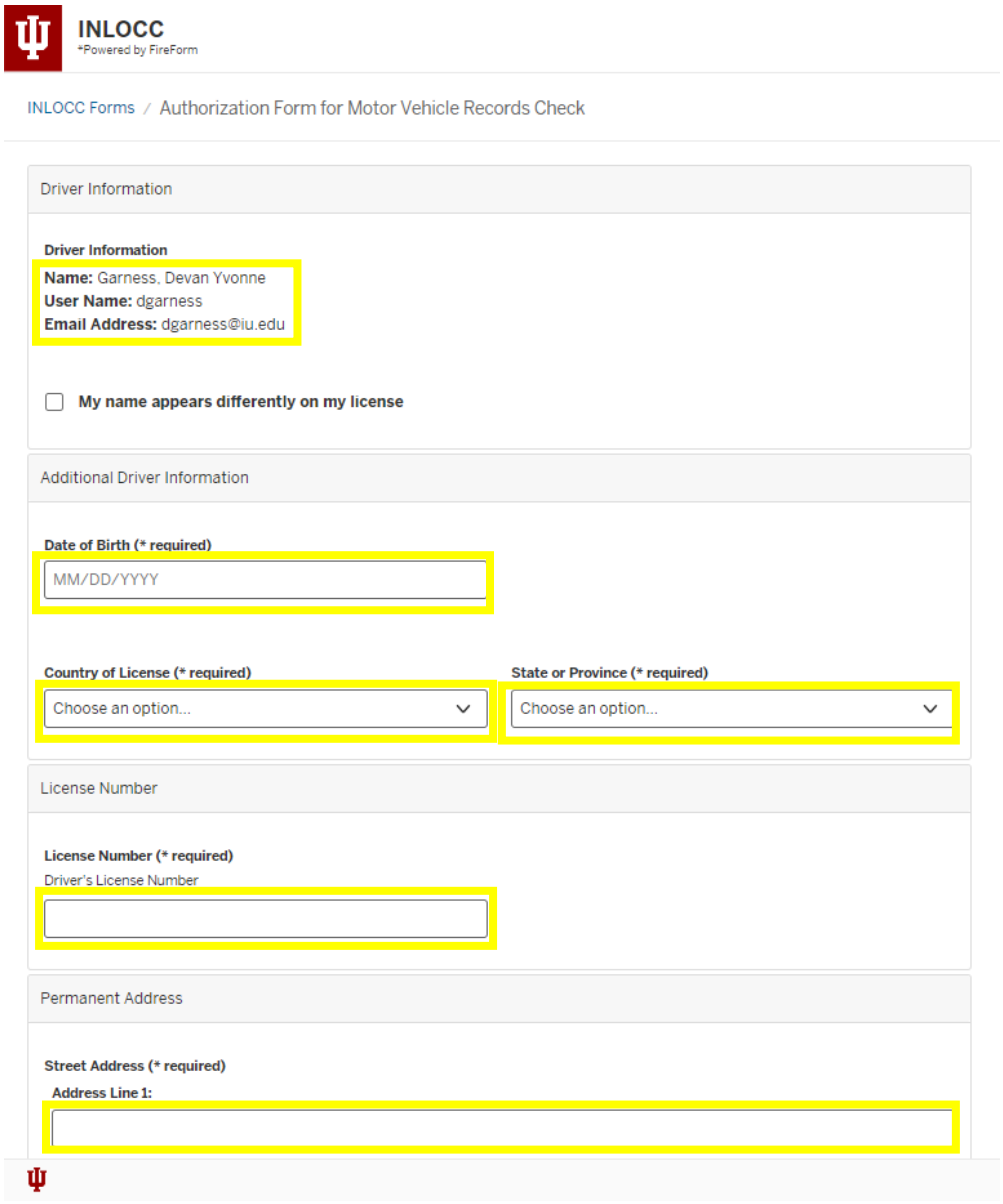


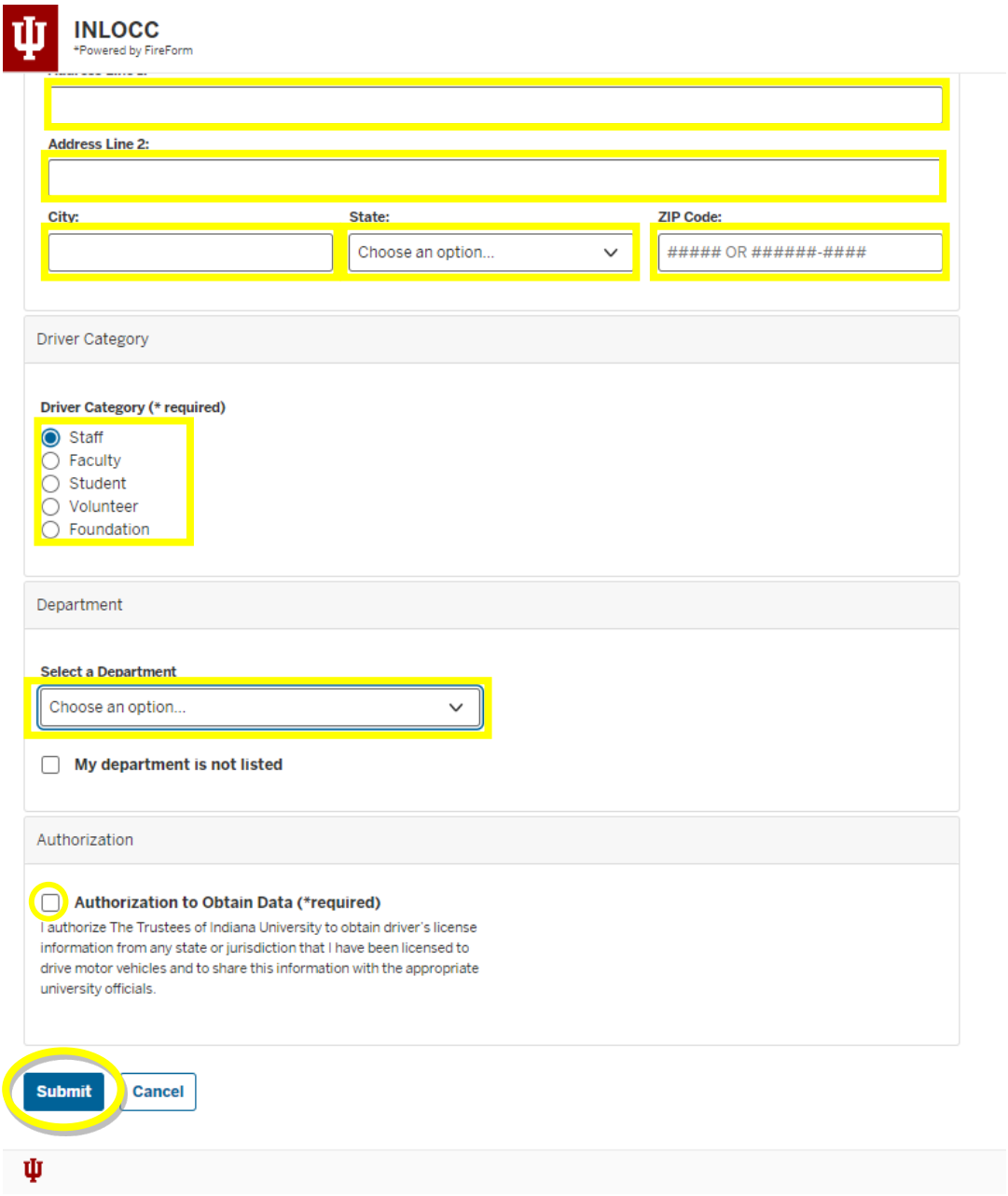
Step 3: Completing the Form

- On the initial page the form will have you sign into your IU account. If you are not a student there is a button for “Non-IU ID & Volunteers.”
- Read the directions and fill out the form completely. (As it appears on your driver’s license)

Form for IU Affiliated Club Members:

- The first box will autofill with your name, username, and email that is affiliated with the university.
- The rest of the form should be completed based on what is printed on your driver’s license. (e.g., do not use your local address unless it is the one stated on your license)





- Choose “Student” in the Driver Category box, unless you are a faculty or staff member for the university.
- Once you have completed all highlighted fields of the form, hit submit in the bottom left corner and you have successfully submitted an MVR check.

Form for Non-IU Affiliated Members:

- All highlighted areas should be filled.

INLOCC
*Powered by FireForm

INLOCC Forms / Non IU Form for Motor Vehicle Record Check

Driver Information

Please enter your first name, last name and middle initial **exactly as they appear on your driver's license**.

First Name (* required)

Middle Initial or Name

Last Name (* required)

Email (* required)

Date of Birth (* required)

MM/DD/YYYY

Country of License (* required)

Choose an option...

State or Province (* required)

Choose an option...

License Number

License Number (* required)

Driver's License Number

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Permanent Address

Street Address (* required)

Address Type:

US

Address Line 1:

Address Line 2:

City:

State:

Choose an option...

ZIP Code:

OR ######-####

Driver Department

Campus

Choose an option...

Department (* required)

Choose an option...

Authorization

Authorization to Obtain Data (*required)

I authorize The Trustees of Indiana University to obtain driver's license information from any state or jurisdiction that I have been licensed to drive motor vehicles and to share this information with the appropriate university officials.

Submit Cancel

FAQs

What does the MVR Check do?

- The purpose of this form is to obtain your authorization to conduct a Motor Vehicle Records (MVR) check for the university's use in determining if you have a valid operator's license.

Who must submit the Authorization Form?

- All DRIVERS of vehicles for club sports trips (personal or rental)

Why is it important that I have an MVR Check done?

- If the MVR Check is not completed, you cannot drive on club trips.

How often does an MVR Check need to be completed?

- Once each academic year OR if the state issuing the driver's license changes or your name changes

How should I complete the form?

- Digital