

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:

The screenshot shows the top of a web browser window. At the top is a dark red header with the Indiana University logo (Ψ) and the text "INDIANA UNIVERSITY" on the left, and a search icon on the right. Below the header is a white navigation bar with two buttons: "Change button color" and "Change links color". The main content area is white and contains the following text: "Office of Insurance, Loss Control & Claims" in a large font, followed by "Authorization Form for Motor Vehicle Records Check" in a smaller font. Below this is a paragraph of text: "Authorization for motor vehicle records checks can now be submitted via the forms below. Motor vehicle records checks are required before driving on university business, even if not in a university vehicle. The university organization you are employed by, or are volunteering for, are required. If you do not know the organization, please check with someone in your department. If you have any questions contact INLOCC." At the bottom of the content area are two buttons: "Records Check Authorization (Employees, Students, and Foundation)" and "Records Check Authorization (Non-IU ID & Volunteers)". At the very bottom of the page is a dark red footer with the Indiana University logo and text on the left, and a small line of text on the right: "Accessibility | Privacy Notice | Copyright © 2023 The Trustees of Indiana University | Webmaster".

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)



INLOCC Forms / Authorization Form for Motor Vehicle Records Check

Driver Information

Driver Information
Name: Garness, Devan Yvonne
User Name: dgarness
Email Address: dgarness@iu.edu

My name appears differently on my license

Additional Driver Information

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

Permanent Address

Street Address (* required)
Address Line 1:



Address Line 2:

City: **State:** **ZIP Code:**

Driver Category

Driver Category (* required)

Staff
 Faculty
 Student
 Volunteer
 Foundation


Department

Select a Department

My department is not listed

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.



- 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.



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)

Country of License (* required)

State or Province (* required)

License Number

License Number (* required)

Driver's License Number





Permanent Address

Street Address (* required)

Address Type:

Address Line 1:

Address Line 2:

City:

State:

ZIP Code:

Driver Department

Campus

Department (* required)

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

