

# Sample Letter for Checking Driving Records

If you are hiring someone to operate a motor vehicle for your business, make sure you know what kind of driver your prospective new employee is. States maintain detailed records of the driving infractions committed by each driver, although the extent of the records available varies from state to state. While a clean record is no assurance that an individual is a good driver, it is a bit of objective information that you shouldn't overlook.

Here is a sample letter to be used to obtain driving records from a state's department of motor vehicles. Bear in mind that the information is also of interest when hiring for a position that doesn't involve driving but does include the operation of a forklift truck or other heavy, mobile equipment.

## Driving Record Check

[Your Business]  
[Street Address]  
[City, State and Zip Code]

[Date]

[State] Department of Motor Vehicles  
[Street Address]  
[City, State and Zip Code]

To Whom It May Concern:

I wish to check the driving records of the following individual for purposes of employment. Please find enclosed a release form, signed by the applicant, allowing you to provide this information. Also enclosed is a stamped, addressed envelope in which to send the report.

Please contact me at [your phone number] if you require information in addition to that provided below:

[Applicant]  
[Street Address]  
[City, State and Zip]  
[Date of Birth]  
[Driver's License Number]

Thank you.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business]