

The Arc of Monmouth

DRIVER'S ABSTRACT REQUEST FORM

An approved Division of Motor Vehicle Driver's Abstract is to be on file with The Arc of Monmouth prior to approval for use of The Arc vehicles and/or transporting persons served by The Arc. Copies of your driver's license and automobile insurance card are also required.

The Arc will obtain your Driver's Abstract at no cost to you. Please complete the following information and read and sign below.

Thank you for your cooperation.

FULL NAME: _____
JOB TITLE: _____
DRIVER'S LICENSE #: _____
STATE: _____ EXPIRATION DATE: ____/____/____
AUTO INSURANCE: (COMPANY NAME AND POLICY #)
EFFECTIVE DATE: ____/____/____ EXPIRATION DATE: ____/____/____
MAKE OF CAR: _____ YEAR: _____

_____ A photocopy of my driver's license is attached.
_____ A photocopy of my automobile insurance card is attached.

I authorize The Arc of Monmouth to obtain my driver's abstract at any time during my employment. I understand it is my responsibility to follow The Arc of Monmouth's policies and procedures on driving and to inform The Arc immediately of any major changes in my driving status (e.g., increase in number of points, suspension, loss of license, imposition of surcharges, etc.).

DATE

SIGNATURE OF APPLICANT