Pre-Employment Driving Record

OFFER LETTER WORDING:
This offer of employment is contingent upon verification of a satisfactory driving history and possession of a valid driver's license. If this requirement is not met at the time of appointment, your start date will be adjusted to a later date. Please obtain your driving history for the past 2 years from your issuing state’s Department of Motor Vehicles and submit an electronic copy to: employee.relations@oregonstate.edu or fax a hard copy to 541-737-0553.

Link to Oregon DMV website with information on obtaining your own driving record:
http://www.oregon.gov/ODOT/DMV/faqs/records.shtml#OrderRec
1-503-945-5400 for general questions

FAQs

- **How do I order my Oregon driving record?**
  - Complete an “Order Your Own Record” form, located on line or available at your local DMV office. Once complete, print and sign the form.
  - Submit form and payment to DMV and wait for completed record.

- **Which type of driving record should be ordered?**
  - [DR] NON-EMPLOYMENT DRIVING RECORD = 3 YEAR RECORD $1.50

- **How do I submit the form to the DMV?**
  - You can mail the form and payment to the DMV in Salem
    DMV RECORDS SERVICES
    1905 Lana Avenue
    Salem, OR 97314
  - You can go to your local DMV office and give them the completed form and payment.

- **What are my payment options?**
  - If you mail the form to the Salem DMV, they are not set up to receive debit or credit card payments, so you must send a check or money order.
  - You may use check or cash at your local DMV office.

- **Where do I have the DMV send the driving record to?**
  - You can have it faxed or mailed to any fax number or mailing address you request. This includes having it faxed directly to OSU (see fax number listed above).

- **How long does it take to receive my driving record?**
  - If you go to your local DMV office, they will fax it the following day. (It must be processed overnight).
  - If you mail it to the Salem DMV office, they will fax it 2 days after they receive it. Please allow time for the form to reach them by mail first.

- **If I have the DMV mail a hard copy to me, where do I take that copy?**
  - Deliver it to:
    Michele Spaulding, Admin Program Specialist / Office of Human Resources
    In-person delivery: 204 Kerr Administration Building

    Campus and postal mail:
    Employee Relations, Classification and Compensation
    Office of Human Resources
    Oregon State University
    122 Kerr Administration Building
    Corvallis, OR 97331-2132

Do NOT bring the DMV record back to AABC.