

Request for Driver Authorization

Motor Vehicle Record (MVR) Check - Form RM01

Before you begin: Please read this page before opening the SambaSafety portal. Having the information below ready will help prevent delays or an incomplete request.

Processing time: Allow **5-7 business** days for processing. Do not wait until the day you need to drive.

1. Know what you will need

- **Your legal name** exactly as it appears on your driver's license.
- **Your email address.** Use your **Purdue email** if one is available.
- **Your driver's license number** - not your license plate number. Include any letter that appears before the number.
- **The Purdue department or student organization** you will be driving for. **No Acronyms** (please spell you area out). This field is required.
- **Your Purdue relationship/status** (for example: employee, student, graduate student, volunteer).

*Complete required fields marked with an **asterisk**; use N/A when a required field does not apply.*

2. Enter the correct IO/WBSE information

If you are...	Enter in the IO/WBSE field...
Faculty, staff, temporary employees, or graduate student	12345 - there is no MVR charge.
Student employee, undergraduate student, or volunteer driving on behalf of a department	The department's Internal Order (IO) or WBSE number for the MVR fee. This must be the correct number. Please check with your Business Office if unsure.

3. Understand what you are agreeing to

By proceeding to the SambaSafety portal and submitting the request, you acknowledge and agree that:

- You have read and understand Purdue University's Use of Vehicles for University Business Policy and supporting documents and will comply with their requirements.
- Failure to comply with the policy or maintain an acceptable driving record may result in revocation of University driving privileges.
- Purdue University and SambaSafety may obtain your Motor Vehicle Record (MVR). An MVR check is required to become an Approved Driver for Purdue University.
- If approved, Purdue may include your name, the last four digits of your driver's license number, and your department/student organization affiliation in the Approved Driver Database on the Risk Management website.
- This permission does not constitute a release of your education record by Purdue University.

Review before proceeding: [Use of Vehicles for University Business Policy](#) | [Risk Management Vehicle Use Information](#)

4. Open the MVR portal and complete your request

[SAMBA SAFETY WEB PORTAL](#)

Questions? Contact Purdue Risk Management at riskmgmt@purdue.edu.