

USE FOR OUT OF STATE

DRIVER'S LICENSE ONLY

If you have an Out-of-State license, and you are a resident of Georgia, you must obtain a Georgia Driver's License within 30 days of establishing residency. (O.C.G.A. § 40-5-20).

All employees must have a current Motor Vehicle Report on file per State policy. If you **do not** have a Georgia Driver's license, Human Resources (HR) will run your Motor Vehicle Report. HR uses **Accurate** to complete the Out-of- State Motor Vehicle Request.

Please forward the completed form to HR. You will receive an automatic email from customer_service@accurate.com with a link to complete the electronic background consent form. This electronic process allows you to fill out the consent form on a secure website and sign with an electronic signature.

If you do not receive an email, please check your Spam mail. Please note: you will have **48 hours** to respond to the automatic email. If you do not respond within the allotted time, your driver qualification status will reflect that you, and your department, are out of compliance with State policy regarding the Driver Qualification program.

Employee Name_____

KSU Email Address_____

State Driver's License Issued in_____

(HR Use Only) Division/Department ID_____

Please email this form to backgrounds@kennesaw.edu