



### ***License Event Notification System***

As part of SUNY Empire State University's (Empire) commitment to participation in Risk Management Programs, Empire subscribed to the License Event Notification System (LENS) program. In accordance with the State Vehicle Accident Review Board, which has agreed that participation in the NYS Department of Motor Vehicles LENS program represents an agency best practice, the Governor's Office is requiring all Executive agencies participate in the LENS. Empire will enroll any driver or potential driver of a state vehicle in the LENS program as part of the University's *State Vehicles Use Policy*.

This program is administered by the Office of Safety and Security and is limited to verifying that an employee who operates a state owned, leased, or rented vehicle has a valid driver's license. This information is kept strictly confidential.

Please return this form, with the completed authorization below, to the Office of Safety and Security.

I, \_\_\_\_\_, hereby authorize SUNY Empire State University Office of Safety and Security to verify my driver's license information. This is a Department of Motor Vehicles record check to determine my eligibility to drive a vehicle (fleet vehicle, leased, or rented) for state business. This is also authorization for the SUNY Empire State University Office of Safety and Security to enroll me in the LENS program. The LENS program will notify the Office of Safety and Security of any change in the status of my driving privileges.

#### **Information from Driver's License:**

Driver's License ID#: \_\_\_\_\_

State of License: \_\_\_\_\_

Name on License: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_