



## UW Motor Vehicle Records (MVR)

If you are planning on providing transportation of youth in the 4-H program you must complete the MVR. 4-H is a program of the University of Wyoming and anytime you transport 4-H members you are driving on University business. UW policy requires individuals who drive on University business to complete the MVR check annually. This applies to all driving, whether doing so in a personal, rental, county vehicle or UW vehicle.

All MVR checks expire on December 31st. However, MVR checks completed after October 1, apply to the next calendar year. For example, if you completed the MVR check on October 2nd, 2022, you are eligible to drive through 2023.

To complete the MVR please use the following steps:

1. Log into  
UW OFFICIAL VEHICLE USE POLICY INFORMATION, INSTRUCTIONS, and FORMS:  
<http://www.uwyo.edu/risk/claims-and-insurance/vehicle-use-policy-information.html>
2. Select form to request driving privileges
3. All volunteers should choose the *UW Public MVR portal*, unless you have a uwyo.edu email address.
4. If this is the first time you have logged on since October 2019, you will be asked to create a profile, create a username and password
5. Click "Submit New MVR Request".
6. Motor vehicle records input form -- you will be instructed to enter information exactly as it appears on your driver's license.
  - In the following fields, enter the information as instructed below:
    - Supervisor/Sponsor – enter Karen Allison
    - Enter the email address for Karen: karen.allison@uwyo.edu
    - Is your employment at UW contingent on a passed MVR? "no"
    - Click the appropriate boxes for permission
    - Click on the "submit profile" button.

Thank you for completing the MVR process. Your involvement makes a difference  
in our Wyoming 4-H program!