

 <p>Department of Children & Family Services <i>Building a Stronger Louisiana</i></p>	Division/Section	Executive Division
	Chapter No./Name	DCFS Departmental Policy
	Part No./Name	1 – Administrative/Fiscal
	Section No./Name	1-15 State Vehicles and Driver Program
	Document No./Name	OMV 2 OMV Security Statement Instructions
	Effective Date	December 15, 2021

➤ PURPOSE

The form is used by Driver Safety Coordinator to acknowledge and accept OMV security statement. Access must be limited to Driver Safety Coordinators who are responsible for reviewing ODRs. One (1) backup for each office may be given access.

➤ PREPARATION

Form must be typed or completed legibly in blue or black ink, must be reviewed and signed by the Driver Safety Coordinator or their backup. The form must be accompanied by LDHR Driver History Record Request Application.

Instructions

Form must be signed by individuals requesting access, along with date and title. More than one requester may be listed on the form.

Upon termination or change of duties of the Driver Safety Coordinator or their backup, OMV must be notified via email to LDHR@dps.state.la.us o cancel access.

➤ DISPOSITION

Scan and email the completed form to LDHR@dps.state.la.us or contact them at (225) 925-7285 for more information.

Maintain original in Driver Safety files

Retention

Copy of the form must be kept with Driver Safety audit files. Retain the form per DCFS [Policy 6-2](#) Retention of Departmental Records.