



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 437-0500

Daniel D. Brownell
Commissioner and Chair

March 12, 2018

COMMISSION DIRECTIVE

To all licensees and registrants:

As of today, you must provide a driving record abstract (the “abstract”) for all of your company’s vehicle operators with an out-of-state, *i.e.*, non-New York State, driver’s license. **You must provide the abstracts for all current vehicle operators with an out-of-state driver’s license by Monday, April 2, 2018, at 5:00 p.m.** For all future hires, you must submit the abstracts at the earliest of any of the following events: (1) when completing a license or registration renewal application; (2) when submitting a “New Employee/Driver Form”; or (3) at the request of the Commission.

For your information, we have attached to this directive a document entitled “Resources for Driver License Records.” This document provides some suggested resources for obtaining abstracts, including the website addresses for the departments of motor vehicles for several states. For other states, visit that state’s website for its department of motor vehicles, motor vehicle commission, or analogous agency. This information is being provided to you merely as suggested resources. You are responsible for obtaining the required information to supply to the Commission.

For the April 2nd deadline, send all abstracts via email to: Licensing@bic.nyc.gov and include the phrase “Driver Abstract” in the subject line. Alternatively, you may fax the abstracts to 646-500-7095; you must include a cover page indicating the company name submitting the information and the phrase “Driver Abstract.”

Sincerely,

A handwritten signature in blue ink that reads "Daniel D. Brownell".

Daniel D. Brownell
Commissioner and Chair