Ms. Cheryl Healy

Special Attention Program, Room 103

Motor Vehicle Administration

6601 Ritchie Highway

Glen Burnie, Maryland 21062

Dear Ms. Healy,

The Department of Budget and Management has directed that the Agency Head or his designee shall review the driving record of each agency employee permitted to use a State vehicle at the time the employee first starts working for the agency. It is requested that a copy of the driving record of the below listed individual be forwarded to the address below and that the below listed individual be assigned Special Attention Code EV.

***Name:***

***(First) (MI) (Last)***

***Driver’s License Number:***

***Date of Birth:***

***MDH Agency:***

***Please Forward to:***

**Fleet Management**

**Central Services Division**

**201 W. Preston Street, Room LL-4**

**Baltimore, Maryland 21201**

Thank you for your continued cooperation.

Sincerely,

Maryland Department of Health

Office of Human Resources

c: Official Personnel File