



LETTER OF AUTHORIZATION

TO

FLORIDA DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES

This form contains potentially sensitive officer information – DO NOT upload signed and approved LOA into FACTS.

FDOT Agreement No. _____ FDOT LOA No. _____

Financial Project No. _____ Replaces LOA Document No. _____

Location of Work¹ _____

Description of Work _____

Project Start Date _____ Project End Date _____

Services provided under this authorization will not exceed \$ _____

Send Invoices To _____

Name _____

Address _____

City, State and Zip _____

FDOT Point of Contact District _____ FHP Point of Contact Troop _____

Name _____

Name _____

Address _____

Address _____

City, State and Zip _____

City, State and Zip _____

Phone Number & Fax Number _____

Phone Number & Fax Number _____

Email _____

Troop Commander Signature & Date² _____

This letter will confirm my request to DHSMV for FHP hireback services for DOT District Construction Office.

After Completion Submit This LOA To DHSMV

Authorized By _____

Department of Highway Safety & Motor

Vehicles Neil Kirkman Buidling, MS31

Attention: Bureau of Purchasing and Contracts

2900 Apalachee Parkway, Room B412

Tallahassee, Florida 32399-0524

-OR-

Scan and email to HSMV-Purchasing@flhsmv.gov

Signature _____

Name _____

Title _____

Date _____

¹Include count(y)(ies)

²This request MUST be approved by the Troop Commander before submission to DHSMV.