



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 Work<sup>1</sup> \_\_\_\_\_

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 & Date<sup>2</sup> \_\_\_\_\_

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](mailto:HSMV-Purchasing@flhsmv.gov)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup>Include count(y)(ies)

<sup>2</sup>This request MUST be approved by the Troop Commander before submission to DHSMV.