William J. Hughes Technical Center
Motor Vehicle Program Office

MOTOR VEHICLE KEY SIGN-OUT LOG

VEHICLE NUMBER: _____

OFFICE ROUTING SYMBOL: _____

VEHICLE DESCRIPTION: _____

MOTOR VEHICLE DISPATCH RECORD						
Today's Date	**Full Name of Person Signing Out Key and Vehicle**	**Phone Extension**	**Destination**	**Purpose of Trip**	**Time Key Signed Out**	**Key Returned Date**

*Place in Vehicle Notebook
*Retain in Organization

RETAIN IN OFFICE BY ORG. REP. FOR DAILY RECORDING

_____
Name of Org. Rep.

NG Form 4670-3 (02/17)

Electronic (Adobe)