

REQUEST FOR DRIVER INFORMATION



PRINT OR TYPE ALL INFORMATION LEGIBLY

DO NOT SEND CASH

SEE REVERSE FOR INSTRUCTIONS / INFORMATION

CHECK (✓) ONE ONLY:

- BASIC INFORMATION: \$5.00 FEE (*Driver history is not included*)
- 3 YEAR DRIVER RECORD: \$5.00 FEE
- 10 YEAR DRIVER RECORD: \$5.00 FEE (*Employment Purposes Only*)
- CERTIFIED DRIVER RECORD: \$10.00 FEE
- COPY OF DOCUMENT FROM FILE (MICROFILM): \$5.00 FEE
- CERTIFIED COPY OF DOCUMENT FROM FILE: \$10.00 FEE

A REQUESTER INFORMATION	B END USER OF INFORMATION BEING REQUESTED
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NAME/COMPANY		
ADDRESS <small>P.O. Box number may be used in addition to the actual address, but cannot be used as the only address.</small>		
CITY	STATE	ZIP CODE
DAYTIME TELEPHONE NUMBER (REQUIRED) () _____		
RELATIONSHIP TO DRIVER (REQUIRED) _____		

NAME/COMPANY		
ADDRESS <small>(PO Box not acceptable), need to provide physical location of business/residence</small>		
CITY	STATE	ZIP CODE
DAYTIME TELEPHONE NUMBER (REQUIRED) () _____		
RELATIONSHIP TO DRIVER (REQUIRED) _____		

SIGNATURE X _____
 NOTARIZATION **NOT** REQUIRED WHEN REQUESTING YOUR OWN RECORD

C DRIVER INFORMATION

NAME: LAST				FIRST		INITIAL	
ADDRESS							
CITY							
STATE				ZIP CODE			
PHONE NUMBER () _____							
DRIVER NUMBER _____							
DATE OF BIRTH				SOCIAL SECURITY NUMBER			
MONTH	DAY	YEAR					

D AFFIDAVIT OF INTENDED USE

- Intended Use of the Information Requested: **CHECK ONLY ONE**
- B = Driver Release** (*Driver has given written authorization to obtain his/her record.*)
 - C = Credit** (*In connection with a credit transaction involving the driver.*)
 - E = Employment** (*To support the hiring or the continuation of employment. Employer must have driver's signed release on file.*)
 - R = Insurance Company** requesting record of person it intends to insure, now insures, or has rejected for insurance.
 - K = Court Order** must be attached. (*A subpoena issued in compliance with Pa. R.C.P. 4009.21 will be accepted in lieu of a court order.*)
 - L = Attorney** representing driver identified in Section C (*Driver has given written authorization to obtain his/her record.*)

I hereby Certify that _____
PRINTED NAME OF REQUESTER
 will use the driver record abstract(s) required pursuant to Section 6114 of the Pennsylvania Vehicle Code, for the purpose checked above only and no other reason. This affidavit is filed in compliance with Section 607 of the Fair Credit Reporting Act. I/We have read and signed this form after its completion, and I/We swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this form is subject to the penalties of 18 PA C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding \$5,000, or to a term of imprisonment of not more than two years, or both.

X _____
SIGNATURE OF REQUESTER
 Title _____

E DRIVER RELEASE

I _____
NAME OF DRIVER hereby request
 the Department of Transportation to furnish a copy of my PA Driver's Record to _____
NAME OF PERSON/COMPANY
 X _____
SIGNATURE OF DRIVER DATE _____

F MICROFILM

TYPE OF DOCUMENT	DATE OF VIOLATION
<small>(see list of available documents below)</small>	

- Documents Available:**
- Citations
 - Court Certifications
 - Applications
 - License Renewals
 - Judgments
 - Suspension Credit Affidavits
 - Suspension/Revocation Letters
 - Restoration Letters
 - Rescind Letters
 - Department Hearing or Exam Notice

SUBSCRIBED AND SWORN
 TO BEFORE ME: _____ MONTH _____ DAY _____ YEAR

X _____
SIGNATURE OF PERSON ADMINISTERING OATH

S E A L	SIGN IN PRESENCE OF NOTARY
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NOTARIZATION

INSTRUCTIONS

1. To request your own record, complete Sections A & C only. Notarization is NOT required.
2. To request a record other than your own, complete Sections A, C, and D or E. If the requester is not the end user of the information, Section B must also be completed.
3. A non-refundable fee is required for each request. If the Bureau has no record for the information requested or the data supplied is insufficient, the fee will be applied to the cost of the search.
4. **PRINT OR TYPE** all requested information on the front of the form. Submitting ONLY a name and address does not provide enough information for a proper search of the driver files.
5. If requesting a microfilm copy of a document, also complete Section F. You must be specific in providing the type and date of the document. If there are several citations on the record, the cost is \$5.00 per citation. You need to provide the date of the violation/action to clearly identify the citation(s) requested.
6. Check the type of record requested at the top of the form and make check or money order payable to "Commonwealth of Pennsylvania." **DO NOT SEND CASH.** Attach your check or money order and send to:

For overnight and other special mail:

BUREAU OF DRIVER LICENSING
DRIVER RECORD SERVICES
P.O. BOX 68695
HARRISBURG, PA 17106-8695

BUREAU OF DRIVER LICENSING
DRIVER RECORD SERVICES
1101 SOUTH FRONT STREET 3RD FLOOR
HARRISBURG PA 17104-2516

IMPORTANT INFORMATION CONCERNING DRIVER RELEASES

A signed driver release must be maintained on file for a period of two years from the date of notarization, if the request is made for: employment purposes, at the request of the driver, or by an attorney acting on behalf of their client. Failure to comply with this requirement will result in the termination of your access to Pennsylvania driver records.

DESCRIPTION OF INFORMATION AVAILABLE

BASIC INFORMATION Includes name, address, driver number, date of birth and class of license.
(\$5.00 fee)

3 YEAR RECORD Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the past 3 years from the date request is processed.
(\$5.00 fee)

10 YEAR RECORD Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the past 10 years from the date request is processed. A 10-year record is for employment purposes only.
(\$5.00 fee)

CERTIFIED RECORD Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the **complete** history of the driver on file in Pennsylvania.
(\$10.00 fee)

MICROFILM DOCUMENT Copies of documents retained by the Department are available for purchase from the microfilm file. You must be specific as to the type of document and the date of the violation/action.
(\$5.00 fee)

CERTIFIED COPY OF DOCUMENT Copies of documents from the microfilm file that have been certified by the Department.
(\$10.00 fee)