



# INSTRUCTIONS

The most current version of this form can be found at [www.dmv.state.pa.us](http://www.dmv.state.pa.us)

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:

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

*For overnight and other special mail:*

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) **You can obtain a copy of your own record on PennDOT's website at [www.dmv.state.pa.us](http://www.dmv.state.pa.us)**

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. **You can obtain a copy of your own record on PennDOT's website at [www.dmv.state.pa.us](http://www.dmv.state.pa.us)**

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)

\*Businesses who obtain driver histories for the purpose of employment or insurance are now able to obtain and print these histories, in real time, through our enhanced Online Services.

If you are an employer or insurance company/agent and are interested in becoming an authorized Online business user, please visit our website at [www.state.pa.us](http://www.state.pa.us) and click on "Online Business Services" for more information.