

Please be advised that when requesting Pennsylvania DMV records for employment purposes, the end-user is required to have a Pennsylvania State release form signed by the prospective applicant/employee. This state release form must be fax to Softech at 1-305-647-6504.

STATE SPECIFIC INFORMATION: PennDOT Form DL 503 (8-08)

1. In Section A: Requestor Information – Pre Filled - DO NOT SIGN
2. In Section B: End User Information - Pre Filled
3. In Section C: Driver Information
 - Last Name, First Name – Pre Filled
 - Complete Address Information
 - Driver's License Number – Pre Filled
 - Date of Birth – Pre Filled
4. Section D Intended Use – Pre Filled – DO NOT SIGN OR NOTORIZE
5. Section E: Driver Release
 - Driver Full Name – Pre Filled
 - Name of Person/Company – Pre Filled
 - Driver Signature and Date – Please have applicant/employee sign and date.
6. Section F: Microfilm – LEAVE BLANK

IMPORTANT:

The **PennDOT Form DL 503 (8-08):**

1. Must be completed and faxed to Softech at 1-305-647-6504 in order for the request to be filled.
2. **DO NOT SEND A FAX COVER SHEET**
3. Must be completed as directed and kept on file by the end-user/employer.

REQUEST FOR DRIVER INFORMATION

The most current version of this form can be found at www.dmv.state.pa.us

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK

DO NOT SEND CASH • SEE REVERSE FOR INSTRUCTIONS



Bureau of Driver Licensing
P.O. Box 68695
Harrisburg, PA 17106-8695

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

You may obtain a copy of your own 3 Year and/or 10 Year Driving Record on PennDOT'S Web site at www.dmv.state.pa.us

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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. 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