

***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 faxed to Softech at 1-305-647-6504.***

### **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](http://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](http://www.dmv.state.pa.us)

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