



# 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)

**DO NOT SEND CASH**

**PRINT OR TYPE ALL INFORMATION LEGIBLY**

**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**

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)

<b>A REQUESTER INFORMATION</b>	<b>B END USER OF INFORMATION BEING REQUESTED</b>
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NAME/COMPANY <b>Justifacts Credential Verification, Inc</b> ADDRESS <small>P.O. Box number may be used in addition to the actual address, but cannot be used as the only address.</small> <b>5250 Logan Ferry Rd</b> CITY STATE ZIP CODE <b>Murrysville PA 15668</b> DAYTIME TELEPHONE NUMBER (REQUIRED) <b>(412) 798-4790</b> RELATIONSHIP TO DRIVER (REQUIRED) <b>Agent for Employer</b>	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) <b>Employer</b>
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<b>C DRIVER INFORMATION</b>	<b>D AFFIDAVIT OF INTENDED USE</b>
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SIGNATURE <u>X</u> NOTARIZATION <u>NOT</u> REQUIRED WHEN REQUESTING YOUR OWN RECORD	<b>Intended Use of the Information Requested: CHECK ONLY ONE</b> <input type="checkbox"/> <b>B = Driver Release</b> (Driver must complete Section E.) <input type="checkbox"/> <b>C = Credit</b> (In connection with a credit transaction involving the driver.) <input checked="" type="checkbox"/> <b>E = Employment</b> (To support the hiring or the continuation of employment. Driver must complete Section E.) <input type="checkbox"/> <b>R = Insurance Company</b> requesting record of person it intends to insure, now insures, or has rejected for insurance. <input type="checkbox"/> <b>K = Court Order</b> must be attached. (A subpoena issued in compliance with Pa. R.C.P. 4009.21 will be accepted in lieu of a court order). <input type="checkbox"/> <b>L = Attorney</b> representing driver identified in Section C (Driver must complete Section E.)
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<b>E DRIVER RELEASE</b>	<b>F MICROFILM</b>
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I _____ hereby request <small>NAME OF DRIVER</small> the Department of Transportation to furnish a copy of my PA Driver's Record to _____ <small>NAME OF PERSON/COMPANY</small> <u>X</u> <small>SIGNATURE OF DRIVER</small> _____ <small>DATE</small> _____	I hereby Certify that <u>Justifacts Credential Verification, Inc.</u> <small>PRINTED NAME OF REQUESTER</small> 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.  <u>X</u> <small>SIGNATURE OF REQUESTER</small>  Title _____
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<b>F MICROFILM</b>	<b>NOTARIZATION</b>
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TYPE OF DOCUMENT DATE OF VIOLATION (see list of available documents below) <b>Documents Available:</b> <ul style="list-style-type: none"> <li>• Citations</li> <li>• Court Certifications</li> <li>• Applications</li> <li>• License Renewals</li> <li>• Judgments</li> <li>• Suspension Credit Affidavits</li> <li>• Suspension/Revocation Letters</li> <li>• Restoration Letters</li> <li>• Rescind Letters</li> <li>• Department Hearing or Exam Notice</li> </ul>	SUBSCRIBED AND SWORN TO BEFORE ME: _____ MONTH _____ DAY _____ YEAR <u>X</u> <small>SIGNATURE OF PERSON ADMINISTERING OATH</small> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>SIGN IN PRESENCE OF NOTARY</b> </div>
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**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. Section E must contain the driver's signature if Block **B, E or L is checked in Section D. If the Requester is obtaining the information on behalf of someone else, Section B must also be completed.**
3. **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.
4. 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.
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

**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  
 (\$5.00 fee) 3 years from the date request is processed. **You can obtain a copy of your own record on PennDOT's Web site 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  
 (\$5.00 fee) 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 Web site 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  
 (\$10.00 fee) **complete** history of the driver on file in Pennsylvania.

**MICROFILM**

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

**CERTIFIED COPY**

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

**IMPORTANT INFORMATION CONCERNING THE USE OF DRIVER INFORMATION**

- Driver record information is confidential and restricted information and the Requestor/End User is responsible for establishing procedures to protect the confidentiality of these records.
- Driver record information can only be used for the purpose stated in Section D.
- Driver record information cannot be sold, assigned, or otherwise transferred to any party, other than the End User.
- PennDOT retains exclusive ownership of all driver record information and the Requestor/End User shall not combine and/or link in with any other data on any database except as may be required by law.
- The driver record information cannot be used for direct mail advertising or any other type or types of mail or mailings.
- The driver record information cannot be disseminated or published on the Internet without the express written permission of PennDOT.
- PennDOT reserves the right to audit each request for driver record information. If the Requestor/End User is found to have requested driver record information for an unauthorized purpose, access to Pennsylvania driver record information will be terminated.

\* Businesses who obtain driver records for the purpose of employment or insurance are now able to obtain and print these records, 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 Web site at [www.dmv.state.pa.us](http://www.dmv.state.pa.us) and click on "Online Business Services" for more information.