



## Pennsylvania Motor Vehicle Records Release Form Required

### INSTRUCTIONS

Specific release form (DL 503) version 7-17 is required when ordering Pennsylvania motor vehicle records. Please have your applicant complete "**SECTION C**" and "**SECTION E**" of the attached PA MVR consent form. **Please leave all other fields blank.** Return the signed release form to BCS Background Screening, LLC by uploading to applicant's profile in your secure account and ALSO email to: support@usabackground.com or fax at 305-402-3181

**Note:** that the turnaround time for Pennsylvania MVRs is approximately 2-3 weeks.

#### Pennsylvania Release Form Instructions:

A - REQUESTOR INFORMATION: **LEAVE BLANK**

#### **B - END USER OF INFORMATION BEING REQUESTED:**

Complete this section with your business information.

*NOTE:* PO Boxes are not acceptable addresses, need to provide physical location of business/organization.

#### **C - DRIVER INFORMATION – DRIVER COMPLETES THE FOLLOWING**

- a. Driver Last Name, First Name
- b. Driver Address Information
- c. Driver Phone Number
- d. Driver's Date of Birth
- e. Driver License Number

D - AFFIDAVIT OF INTENDED USE – Pre Filled WITH Employment Purposes Only

#### **E - DRIVER RELEASE – DRIVER COMPLETES THE FOLLOWING**

- o Driver Full Name –
- o Name of Person/Company – **LEAVE BLANK**
- o Driver Signature and Date – Please have applicant/employee sign and date their signature. *Note:* Signature must have a date, or the release form will be rejected.

F – MICROFILM – **LEAVE BLANK**

#### **DO NOT SIGN OR NOTORIZE –**

We will notarize the form and submit to Pennsylvania Department of Transportation.



**D2508**

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

**REQUEST FOR DRIVER INFORMATION**

**DO NOT SEND CASH • SEE REVERSE FOR INSTRUCTIONS**

CHECK (✓) ONE ONLY:

- BASIC INFORMATION: **\$10.00 FEE** (Driver history is **not** included)
- 3 YEAR DRIVER RECORD: **\$10.00 FEE**
- 10 YEAR DRIVER RECORD: **\$10.00 FEE** (Employment Purposes Only)

- FULL HISTORY: **\$10.00 FEE**
- CERTIFIED DRIVER RECORD: **\$34.00 FEE**
- COPY OF DOCUMENT FROM FILE (MICROFILM): **\$10.00 FEE**
- CERTIFIED COPY OF DOCUMENT FROM FILE: **\$34.00 FEE**

You may obtain a copy of your own 3 year or 10 year Driving Record on PennDOT'S website at [www.dmv.pa.gov](http://www.dmv.pa.gov)

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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. 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