

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. Section A: Requestor Information (SOFTECH) – Pre Filled - DO NOT SIGN
2. Section B: End User Information (your company info)
3. Section C: Driver Information
 - Last Name, First Name
 - Complete Address Information
 - Driver's License Number
 - Date of Birth
4. Section D Intended Use – Pre Filled – DO NOT SIGN OR NOTARIZE
5. Section E: Driver Release
 - Driver Full Name
 - Name of Person/Company
 - 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 INFORMATIONThe 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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