



# REQUEST FOR DRIVER INFORMATION

PRINT OR TYPE ALL INFORMATION LEGIBLY

DO NOT SEND CASH

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

A REQUESTER INFORMATION	B END USER OF INFORMATION BEING REQUESTED
NAME/COMPANY <b>Brian Cappel, Director Risk Mgt./Carnegie Mellon University</b>	NAME/COMPANY <b>Brian Cappel, Director Risk Mgt./Carnegie Mellon University</b>
ADDRESS <i>P.O. Box number may be used in addition to the actual address, but cannot be used as the only address.</i> <b>5000 Forbes Ave.</b>	ADDRESS <i>(PO Box not acceptable), need to provide physical location of business/residence</i> <b>5000 Forbes Ave.</b>
CITY STATE ZIP CODE <b>Pittsburgh PA 15213</b>	CITY STATE ZIP CODE <b>Pittsburgh PA 15213</b>
DAYTIME TELEPHONE NUMBER (REQUIRED) <b>(412) 268-3790</b>	DAYTIME TELEPHONE NUMBER (REQUIRED) <b>(412) 268-3790</b>
RELATIONSHIP TO DRIVER (REQUIRED) <b>Educational Institution</b>	RELATIONSHIP TO DRIVER (REQUIRED) <b>Educational Institution</b>
SIGNATURE <i>X Brian Cappel</i> NOTARIZATION NOT REQUIRED WHEN REQUESTING YOUR OWN RECORD	<b>D AFFIDAVIT OF INTENDED USE</b> Intended Use of the Information Requested: <b>CHECK ONLY ONE</b> <input checked="" type="checkbox"/> <b>B = Driver Release</b> (Driver has given written authorization to obtain his/her record.) <input type="checkbox"/> <b>C = Credit</b> (In connection with a credit transaction involving the driver.) <input type="checkbox"/> <b>E = Employment</b> (To support the hiring or the continuation of employment. Employer must have driver's signed release on file.) <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 has given written authorization to obtain his/her record.)
C DRIVER INFORMATION	I hereby Certify that <b>Brian Cappel, Dir Risk Mgt/CMU</b> PRINTED NAME OF REQUESTER 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. <i>X Brian Cappel</i> SIGNATURE OF REQUESTER Title <b>Director, Risk Management Carnegie Mellon Univ.</b>
NAME: LAST FIRST INITIAL	
ADDRESS	
CITY	
STATE ZIP CODE	
PHONE NUMBER	
DRIVER NUMBER	
DATE OF BIRTH SOCIAL SECURITY NUMBER	
MONTH DAY YEAR 000-00-0000	
E DRIVER RELEASE	TO BEFORE ME: MONTH DAY YEAR
I _____ hereby request NAME OF DRIVER the Department of Transportation to furnish a copy of my PA Driver's Record to <b>Brian Cappel, Dir Risk Mgt/Carnegie Mellon Univ.</b> NAME OF PERSON/COMPANY <i>X</i> SIGNATURE OF DRIVER DATE	
F MICROFILM	<b>NOTARIZATION</b> <b>X</b> SIGNATURE OF PERSON ADMINISTERING OATH SIGN IN PRESENCE OF NOTARY
TYPE OF DOCUMENT DATE OF VIOLATION	
<i>(see list of available documents below)</i>	
<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>	

# 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 or E. If the requester is not the end user of the information, Section B must also be completed.
3. 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.
4. **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.
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

## IMPORTANT INFORMATION CONCERNING DRIVER RELEASES

A signed driver release must be maintained on file for a period of two years from the date of notarization, if the request is made for: employment purposes, at the request of the driver, or by an attorney acting on behalf of their client. Failure to comply with this requirement will result in the termination of your access to Pennsylvania driver records.

## 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 3 years from the date request is processed.  
(\$5.00 fee)

**10 YEAR RECORD** .....Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the past 10 years from the date request is processed. A 10-year record is for employment purposes only.  
(\$5.00 fee)

**CERTIFIED RECORD** .....Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the **complete** history of the driver on file in Pennsylvania.  
(\$10.00 fee)

### MICROFILM

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

### CERTIFIED COPY

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