



The University of Vermont

DEPARTMENT OF RISK MANAGEMENT & SAFETY

## Instructions for Completing the Pennsylvania Motor Vehicle Record Release

As a Pennsylvania driver, you are required to fill out and sign a release form (below) authorizing the University of Vermont to access your motor vehicle record. We cannot process your application until we receive this form from you.

The release form is an interactive PDF document, so you can enable editing and type your information. However, you are required to complete sections B, C, and E. **You must print the completed form and sign it by hand.** Typed signatures are not accepted by the Pennsylvania Department of Transportation.

Please follow these steps for completing and submitting the form:

- Section B:
  - NAME/COMPANY: The University of Vermont
  - ADDRESS: (please be very specific with the street address as to where your department/club is located. P.O. Boxes are not acceptable.)
  - CITY, STATE, ZIP: Burlington, VT 05405
  - DAYTIME TELEPHONE: (required) Your personal phone#
  - RELATIONSHIP TO DRIVER: (required) Please use "Academic Student" in this last section.
- Complete Part C (Driver Information): Enter the information as it appears on your driver's license
- Complete Section E (Driver Release)
  - Type your name as it appears on your driver's license.
  - Type "University of Vermont" for the name of the person/company. Abbreviations are not accepted ("UVM", "U of Vermont", etc.)
  - Type in today's date
- Print the form
- Sign at your name at "Signature of Driver" in Section E (Driver Release)
- Leave rest of the form blank
- You do not need to pay the \$14.00 fee; UVM pays that for you.
- Scan and email signed release as PDF using [UVM's file transfer service](#) to [driving@uvm.edu](mailto:driving@uvm.edu) (preferred) or mail a hard copy to:

UVM Risk Management  
284 East Avenue  
Burlington, VT 05405

It can take up to **two weeks** for us to receive your Motor Vehicle Record from the Pennsylvania Department of Transportation once the request is submitted. You will receive an email from us with further instructions once we have reviewed your driving record.



# REQUEST FOR DRIVER INFORMATION

**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: **\$14.00 FEE** (*Driver history is not included*)
- 3 YEAR DRIVER RECORD: **\$14.00 FEE**
- 10 YEAR DRIVER RECORD: **\$14.00 FEE** (*Employment Purposes Only*)

- FULL HISTORY: **\$14.00 FEE**
- CERTIFIED DRIVER RECORD: **\$44.00 FEE**
- COPY OF DOCUMENT FROM FILE (MICROFILM): **\$14.00 FEE**
- CERTIFIED COPY OF DOCUMENT FROM FILE: **\$44.00 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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**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 \$14.00 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 "PennDOT."  
**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.

(\$14.00 fee)

3 YEAR RECORD\* . . . . . Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the past

(\$14.00 fee)

3 years from the date request is processed.

10 YEAR RECORD\* . . . . . Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the

(\$14.00 fee)

past 10 years from the date request is processed. A 10-year record is for employment purposes only.

FULL HISTORY . . . . . Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the

(\$14.00 fee)

**complete** history of the driver on file in Pennsylvania.

CERTIFIED RECORD. . . . . Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the

(\$44.00 fee)

**complete** history of the driver on file in Pennsylvania certified by the Department.

**MICROFILM**

DOCUMENT. . . . . Copies of documents retained by the Department are available for purchase from the microfilm file. You must be specific

(\$14.00 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.

(\$44.00 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.

**Visit us at [www.dmv.pa.gov](http://www.dmv.pa.gov) or call us at: 717-412-5300 ♦ TDD: 711**

\* 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 website at [www.dmv.pa.gov](http://www.dmv.pa.gov) and click on "Online Business Services" for more information.