



**Corra Group  
Background Screening Solutions**

201 Continental Blvd, Ste 107  
El Segundo, CA 90245-4598  
Tel: (310) 524-9800 \_ Fax: (310) 774-3970  
[www.corragroup.com](http://www.corragroup.com)

## **Pennsylvania Motor Vehicle Records Release Form Required**

### **INSTRUCTIONS**

A 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 Corra Group by uploading to your search, email to [admin@corragroup.com](mailto:admin@corragroup.com) or fax at 310-774-3970.

**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.



# REQUEST FOR DRIVER INFORMATION

DO NOT SEND CASH • SEE REVERSE FOR INSTRUCTIONS

**D2523**

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

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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