



## Employment Screening Resources

Please be advised that when requesting Pennsylvania DMV records for employment purpose, the end-user (employer) is required to have Pennsylvania State Release form signed by the prospective applicant/employee. This state release form must be faxed to ESR at 800-399-5423/415-723-7779 or scanned and emailed to [order@esrcheck.com](mailto:order@esrcheck.com).

### **INSTRUCTIONS: PennDOT Form DL 503 (8-08)**

1. Section A: Requester Information – pre filled in by supplier of information – DO NOT SIGN
2. **Section B: End User of Information – The *EMPLOYER* enters their information here.**
  - a. Company name
  - b. Address, complete Street, City, State and Zip
  - c. Phone Number including area code
3. **Section C: Driver Information – *APPLICANT/EMPLOYEE* enters their information here.**
  - a. Full name
  - b. Address
  - c. Phone number
  - d. Date of Birth – this is a required field.
  - e. Drivers license number
4. Section D: Affidavit of Intended Use – DO NOT SIGN OR NOTARIZE
5. **Section E: Driver Release – Completed by *APPLICANT/EMPLOYEE***
  - a. Print full name in space provided
  - b. Sign and date in space provided
6. Section F: Microfilm – Leave Blank

#### **EMPLOYMENT SCREENING RESOURCES (ESR)**

7110 Redwood Blvd, Suite C, Novato, CA 94945 / 888-999-4474

Fax: 415.723.7779 / [ESR@ESRcheck.com](mailto:ESR@ESRcheck.com) / [www.ESRcheck.com](http://www.ESRcheck.com)

*ESR – The Top Rated Background Firm in the US*

**REQUEST FOR DRIVER INFORMATION**The most current version of this form can be found at [www.dmv.state.pa.us](http://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*) FULL HISTORY: **\$5.00 FEE** 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, 10 year and/or Full History Driving Record on PennDOT'S Web site at [www.dmv.state.pa.us](http://www.dmv.state.pa.us)

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