



PA Motor Vehicle Report

Instructions to order search

To order a PA Motor Vehicle Report, please follow these instructions:

1. Order the PA Motor Vehicle Report online through your NCS account.
2. Have the applicant complete the attached DL-503 Request for Driver Information.
 - a. **ONLY** complete Sections B, C & E.
 - b. Please **TYPE** everything but the applicant's signature.
 - c. Leave all other sections blank.
 - d. Form does **NOT** need to be notarized.
 - e. E-mail the completed form to support@nationalcrimesearch.com or fax to NCS at 800-571-6303.
 - f. Please note that incorrectly completed forms will delay results and illegible forms will be rejected.
3. Have the applicant complete the standard "Employee/Applicant Authorization" found under Forms & Downloads on the NCS site. Keep this form on file for your records.

The results will be uploaded to your online account and an e-mail will be sent to you as soon as the results are available. Please allow 7-10 business days for results.

Contact NCS if you have any questions.

Phone: 888-527-3282

Fax: 800-571-6303

E-mail: support@nationalcrimesearch.com

Thank you for your business.

Sincerely,

NCS Customer Support

Your Background Screening Partner



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: **\$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

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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. 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