



Please be advised that when requesting Pennsylvania DMV records for employment purposes, the end-user is required to have a Pennsylvania State release form signed by the prospective applicant/employee. This state release form must be fax to Softech at **1-305-647-6504**.

**STATE SPECIFIC INFORMATION: PennDOT Form DL 503 (5-02)**

1. In Section A: Requestor Information – Leave Blank - DO NOT SIGN
2. In Section B: End User Information - Pre Filled
3. In Section C: Driver Information
  - Last Name, First Name – Pre Filled
  - Complete Address Information
  - Driver’s License Number – Pre Filled
  - Date of Birth – Pre Filled
4. Section D Intended Use – Leave Blank – DO NOT SIGN OR NOTARIZE
5. Section E: Driver Release
  - Driver Full Name – Pre Filled
  - Name of Person/Company – Pre Filled
  - Driver Signature and Date – Please have applicant/employee sign and date.
6. Section F: Microfilm – LEAVE BLANK

**IMPORTANT:**

The **PennDOT Form DL 503 (5-02):**

1. Must be completed and faxed to Softech at **1-305-647-6504** in order for the request to be filled.
2. **DO NOT SEND A FAX COVER SHEET**
3. Must be completed as directed and kept on file by the end-user/employer.

