WASHINGTON STATE DEPARTMENT OF
LICENSING

Driving Record Request

Use this form to request a driving record. We will send the record to you or the individual or company you indicate below. Mail this request and a **$13 non-refundable fee for each record requested** in a check or money order payable to Department of Licensing to:

Driver Records
Department of Licensing
PO Box 3907
Seattle, WA 98124-3907

For validation only

106-060-421-0005

If requesting a driving record for an employee, prospective employee, or volunteer, you must receive from them an **Abstract of Driving Record Release of Interest** (form DSC-425-020). Keep this Release of Interest in your files. DO NOT MAIL it to us*.*

Allow 2 weeks for processing. If you have additional questions, contact customer service at (360) 902-3900, option 6.

Requestor information

PRINT or TYPE Requestor name	(Area code) Daytime telephone number
How would you like the driving record(s) sent? *(Choose one)* ☐ Email ☐ Fax ☐ U.S. mail (one record only)*	***We will not mail more than one driver record. Multiple record requests will only be sent by email or fax.*
Email or (Area code) Fax number delivery information	
U.S. mail delivery *(Individual/Company name)*	
Mailing address *(Street address or PO Box, City, State, ZIP code)*	

Drive records requested

PRINT or TYPE Name *(Last, First, Middle initial)*	
Date of birth	Washington driver license number

Type of record requested *(If more than one record type selected, include $13 for each additional record)*
Insurance records show violations, convictions, and accidents only. Other drive records show all traffic-related collisions, convictions, violations, suspensions, revocations, and disqualifications. We offer the following types of driving records:

☐ **Noncommercial insurance record (3 year)** – Used to create and renew vehicle insurance policies.

☐ **Commercial insurance record (3 year)** – Used to create and renew commercial vehicle insurance policies.

☐ **Life insurance record (3 year)** – Used to create and renew life insurance policies.

☐ **Employment record** – Used by employers to determine employment eligibility.

☐ **Volunteer/Transit record** – Used to determine if a volunteer driver meets the insurance and risk-management requirements to drive a vanpool vehicle or should be permitted to operate a vehicle used to transport individuals who are under 18, over 65, or disabled.

☐ **Complete record** – A complete driving record of the person named on the driving record.

SIGN OR TYPE YOUR NAME – *By signing or typing your name, you are certifying under penalty of perjury that you are entitled by federal or state laws to obtain an abstract of the driver record of the individual requested. RCW 46.52.130, 18 USC Chapter 123*

_____   **X** _____
Date and place (city or county) signed   Signature

If requesting additional drive records, attach separate sheets using the same format as above. Include $13 for each record requested.

DR-500-009 (R/9/16)WA