



UNITED STATES AIR FORCE AUXILIARY  
CIVIL AIR PATROL

HEADQUARTERS  
PENNSYLVANIA WING  
BLDG 3-108, FT INDIANTOWN GAP, ANNVILLE PA 17003

15 August 2012

OPERATING INSTRUCTION 12-05

CAP DRIVERS LICENSE APPLICATION PROCEDURE

1. The version of CAPR 77-1 dated 9 April 2012 has changed the method in which members apply for drivers licenses. The application procedure is now processed through eServices Operations Qualifications.
2. In accordance with PA Wing Supplement 1, CAPR 77-1 dated 3 May 2012, members may opt to submit a PennDOT form DL-503 and Wing HQ will pull the members Pennsylvania drivers history record from PennDOT free of charge.
  - a. Complete only the following sections of the DL-503
    - i. Section C – Driver Information
    - ii. Section E – Driver Release
  - b. Do not complete any other sections
3. The PennDOT DL503 form must be typed. Hand written forms will be rejected.
4. **Do not mail this form to Wing Headquarters.** Forms must be uploaded to eServices Operations Qualifications for processing.
5. Complete details are outlined on the Pa Wing Supplement to CAPR 77-1, located on the Wing website <http://pawg.cap.gov> under Forms and Pubs.
6. CAPFs 75 issued by PA Wing will expire on the same date as the member's State issued drivers license.

ROY. A. LONG, Major, CAP  
Chief of Staff

Attachments:  
PennDOT DL-503

# 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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**INSTRUCTIONS**

1. **To request your own record**, complete Sections A & C only. Notarization is NOT required.
2. **To request a record other than your own**, complete Sections A, C, and D. Section E must contain the driver's signature if block **B, E or L is checked in Section D. If the Requester is obtaining the information on behalf of someone else, Section B must also be completed.**
3. **PRINT OR TYPE** all requested information on the front of the form. Submitting **ONLY** a name and address does not provide enough information for a proper search of the driver files.
4. A non-refundable fee is required for each request. If the Bureau has no record for the information requested or the data supplied is insufficient, the fee will be applied to the cost of the search.
5. **If requesting a microfilm copy of a document**, also complete Section F. You must be specific in providing the type and date of the document. If there are several citations on the record, the cost is \$5.00 per citation. You need to provide the date of the violation/action to clearly identify the citation(s) requested.
6. Check the type of record requested at the top of the form and make check or money order payable to "PennDOT."  
**DO NOT SEND CASH.** Attach your check or money order and send to:

***For overnight and other special mail:***

BUREAU OF DRIVER LICENSING  
DRIVER RECORD SERVICES  
P.O. BOX 68695  
HARRISBURG, PA 17106-8695

BUREAU OF DRIVER LICENSING  
DRIVER RECORD SERVICES  
1101 SOUTH FRONT STREET 3RD FLOOR  
HARRISBURG PA 17104-2516

**DESCRIPTION OF INFORMATION AVAILABLE**

BASIC INFORMATION..... Includes name, address, driver number, date of birth and class of license.

(\$5.00 fee)

3 YEAR RECORD\* ..... Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the past 3 years from the date request is processed. **You can obtain a copy of your own record on PennDOT's Web site at [www.dmv.state.pa.us](http://www.dmv.state.pa.us)**

(\$5.00 fee)

10 YEAR RECORD\* ..... Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the past 10 years from the date request is processed. A 10-year record is for employment purposes only. **You can obtain a copy of your own record on PennDOT's Web site at [www.dmv.state.pa.us](http://www.dmv.state.pa.us)**

(\$5.00 fee)

FULL HISTORY ..... Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the **complete** history of the driver on file in Pennsylvania.

(\$5.00 fee)

CERTIFIED RECORD..... Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the **complete** history of the driver on file in Pennsylvania certified by the Department.

(\$10.00 fee)

**MICROFILM**

DOCUMENT..... Copies of documents retained by the Department are available for purchase from the microfilm file. You must be specific as to the type of document and the date of the violation/action.

(\$5.00 fee)

**CERTIFIED COPY**

OF DOCUMENT ..... Copies of documents from the microfilm file that have been certified by the Department.

(\$10.00 fee)

**IMPORTANT INFORMATION CONCERNING THE USE OF DRIVER INFORMATION**

- Driver record information is confidential and restricted information and the Requestor/End User is responsible for establishing procedures to protect the confidentiality of these records.
- Driver record information can only be used for the purpose stated in Section D.
- Driver record information cannot be sold, assigned, or otherwise transferred to any party, other than the End User.
- PennDOT retains exclusive ownership of all driver record information and the Requestor/End User shall not combine and/or link in with any other data on any database except as may be required by law.
- The driver record information cannot be used for direct mail advertising or any other type or types of mail or mailings.
- The driver record information cannot be disseminated or published on the Internet without the express written permission of PennDOT.
- PennDOT reserves the right to audit each request for driver record information. If the Requestor/End User is found to have requested driver record information for an unauthorized purpose, access to Pennsylvania driver record information will be terminated.

\* Businesses who obtain driver records for the purpose of employment or insurance are now able to obtain and print these records, in real time, through our enhanced Online Services.

If you are an employer or insurance company/agent and are interested in becoming an authorized Online business user, please visit our Web site at [www.dmv.state.pa.us](http://www.dmv.state.pa.us) and click on "Online Business Services" for more information.