



DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
**DIVISION OF MOTORIST SERVICES**  
 2900 Apalachee Parkway, Room B239, Mail Stop 91  
 Neil Kirkman Building - Tallahassee, FL 32399

**DRIVER LICENSE RECORDS REQUEST**

FEEES ARE REQUIRED AT TIME OF REQUEST AND ARE PAYABLE TO DIVISION OF MOTORIST SERVICES.  
 PLEASE ALLOW A 2-WEEK PROCESSING TIME FROM THE DATE WE RECEIVE THIS REQUEST.

**Requester's Information:**

Name of Requester \_\_\_\_\_ Date \_\_\_\_\_ Reference # (Case/File Name) \_\_\_\_\_

Mailing Address \_\_\_\_\_ To receive personal information indicate the appropriate number(s) from the exemptions list. **If you request your own personal information see note below.** Email Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax Number \_\_\_\_\_

**Under penalties of perjury, I understand that I may not redisclose this information according to the Driver Privacy Protection Act, except as provided in section 119.0712(2), Florida Statutes.**

\*\*

**Signature of Requester** or Contact Person \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

*Note: If you are requesting your own personal information you must include your driver license/identification card number or social security number, your date of birth and sign this request.*

**Request for A Driver History Record/Transcript (Attach a separate sheet for additional requests)**

\_\_\_\_\_

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address on Record \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

- 3-year driver history \$8.00
- 7-year driver history \$10.00
- Complete driver history \$10.00

\_\_\_\_\_  
**Driver License or Identification Card Number**

- Or
- Certified 3-year, 7-year or complete is just \$10.00 (please circle 3-year, 7-year or complete)

\_\_\_\_\_  
**Social Security Card Number**

**Other Types of Requests And Fees:**  DL/ID Application  Other (specify below)

If you are requesting something other than a driver history record, there is a \$2.00 search fee per request and a document fee of \$0.50 each item/document requested or a \$1.00 for each **certified** document/item requested.

**Letter of Verification - \$2.50 each**

**Certified Letter of Verification - \$3.00 each**

Examples of this request are for specific information such as verifying type license held or address on record during a specific time or date(s), etc.

*Identify what needs to be stated in the letter of verification or specify what you are requesting. (If additional space is needed you may attach a separate sheet.)*