



## School District Driving Record Request

School districts **must have a Department of Licensing (DOL) account number** before requesting driving records. We will email the records to you and bill you **\$13 for each record requested**. Allow two weeks for processing. **Email this form to [psdadrinbox@dol.wa.gov](mailto:psdadrinbox@dol.wa.gov). We will not process forms that are mailed.** If you have additional questions, contact Record Requests at (360) 902-0116 or email [psdadrinbox@dol.wa.gov](mailto:psdadrinbox@dol.wa.gov).

### Requestor information

School district name <i>(where to send bill)</i>	Email <i>(where to send records)</i>	
School district contact name	(Area code) Daytime telephone number	DOL account number
<p><b>TYPE YOUR NAME</b> – <i>By typing your name, you are certifying under penalty of perjury that you have received an Abstract of Driving Record Release of Interest (form DSC-425-020) for each of the following employees and are entitled by federal or state laws to obtain an abstract of the driver record of the individuals requested. RCW 46.52.130, 18 USC Chapter 123</i></p>		
_____	<b>X</b>	
Date and place <i>(city or county)</i> signed	Signature	

**Drive records requested** – You will receive a complete driving record of the person named on the driving record.

No	Name <i>(Last, First, Middle initial)</i>	Washington driver license number	Date of birth <i>(mm/dd/yyyy)</i>
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*If requesting additional records, attach Excel spreadsheet using the same format as above.*