

**Pennsylvania
DL-503 form instructions**

Please be advised that when requesting Pennsylvania DMV records, the University of Michigan (U-M) Fleet Services is required to have a Pennsylvania State release form (DL-503) completed by MVR requester. The completed notarized state release form must be either scanned and emailed to mvr-check@umich.edu or faxed to U-M Fleet Services at 734-763-1470.

State Specific Information:

Pennsylvania DL-503

1. Section C: Driver Information

Complete all information.

2. Section D: Affidavit of intended use

Take the form to a notary to have them sign and notarize the form. Do not sign the form until you are in the presence of the notary.

3. Section E. Driver Release

Complete name of driver, signature of driver and today's date.

4. Section F: Microfilm

Leave blank.

Notarization

Document must be notarized before submission to U-M Fleet Services. There is a resource for notarization on campus - <https://studentlegalservices.umich.edu/notary-services>.