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. Take the form to a notary to have them sign and notarize the form. Do not sign Section E on 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.

Do not sign on the "Signature of Requester" line, that is for MVR Processors only