

Division of Motor Vehicles

Driving Record Release Authorization



Call | (304) 926-3952 Fax | (304) 957-7584

Email | DMVDrivingRecordFax@wv.gov

USE THIS FORM IF YOU ARE REQUESTING DMV TO RELEASE YOUR DRIVING RECORD TO ANYONE OTHER THAN YOURSELF. YOU MAY FAX OR EMAIL YOUR REQUEST. THIS REQUEST CANNOT BE PROCESSED IN ANY DMV REGIONAL OFFICE. THIS FORM MUST BE SUBMITTED TO THE DMV DRIVING RECORDS SECTION TO BE PROCESSED.

I, _____
PLEASE PRINT YOUR NAME

(X) _____
PLEASE SIGN YOUR NAME

hereby authorize the West Virginia Division of Motor Vehicles to release any of my information found within the Division's records to:

INDIVIDUAL NAME AND/OR COMPANY NAME IF APPLICABLE

All requestors for information must complete the **request for driving records form** (DMV-101-PS1) and **this form** (DMV-101-PS2) or the request will not be processed. The individual released to receive information must include a copy of their state government issued ID or driver's license.

PLEASE CHECK THE APPROPRIATE FEES

- \$1.00 per page** - Additional cost for certification of document
- \$5.00** - Driving record with driver's license number
- \$6.00** - Driving record without driver's license number
- \$5.00** - Message forwarding service
- \$.25 per page** - Copy of suspension/revocation/disqualification file

PLEASE CHECK THE APPROPRIATE ADMINISTRATIVE HEARING DOCUMENT FEES

- \$30.00** - Copy of recorded testimony in CD format
- \$1.50 per page** - Copy of transcript of hearing
- \$1.00 per page** - Additional cost for certification of document
- \$.25 per page** - Copy of suspension/revocation/disqualification file

