

# Division of Motor Vehicles

## Driving Record Release Authorization



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

Email: DMVDrivingRecordFax@wv.gov

**NOTE: Complete this form if you are requesting DMV to release your driving record to anyone other than yourself. This form must be submitted to the DMV Driving Records Section in the Kanawha City DMV Headquarters and cannot be processed in any DMV Regional Office.**

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

Those requesting 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 to whom the information is being released must include a copy of their state government issued ID or driver's license.

### PLEASE CHECK THE APPROPRIATE FEES

- \$7.50** - Driving record with driver's license number
- \$8.50** - Driving record without driver's license number
- \$7.50** - 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
- \$.25 per page** - Copy of suspension/revocation/disqualification file

