

If you have already completed this form, have parish staff forward letter to verify on parish letterhead.

Release of Information – Driving Record

Driver Requests Only

Driving records are not provided at Department of State branch offices. Contact our Commercial Lookup Unit by mail, telephone or email to make requests. Telephone or email requests are accepted only if using a MasterCard, VISA, or an established departmental account number. To request information by mail, a minimum of \$7.00 is required. You will be notified of any additional fees due. The Michigan Department of State provides copies of driving records for a fee of \$7.00 per individual record. There is an additional \$1.00 fee charge for each record certification, if requested. Driver records are maintained for seven years prior to the current date. Serious offenses are maintained for ten years. To ensure accuracy, you must provide the drivers license number and/or full name (first, middle, last) and date of birth. A Michigan driver's license number always starts with the first letter of the last name followed by twelve numbers. You may obtain a copy of your own record while you wait by making the request in person. Requests are accepted Monday through Friday from 8:00 a.m. to 5:00 p.m. in the lobby of the Secretary of State Office Building, Secondary Complex, 7064 Crowser Drive, Lansing Michigan 48918-1540. Mail request to: Michigan Department of State, Record Lookup Unit, 7064 Crowser Drive, Lansing, Michigan 48918-1540. In-person requests may be paid by cash, check, or money order. Mail requests may be paid for by check or money order. **DO NOT SEND CASH.** As a reminder, telephone or email requests are only accepted if using a VISA, MasterCard or an established account number.

For more information or to make a telephone or email request, you may contact the Record Lookup Unit by calling (517) 322-1624 or visit their website at www.michigan.gov/sos. *A driving record check is also required as part of the application process.* Click the forms button twice to obtain a copy of the Michigan Department of State – Requesting Your Own Record Form, you will need the complete Form BDVR-153. Complete Section 5. Special Mailing Instructions with the following information:

Archdiocese of Detroit
Attention: Office For Youth Ministry
305 Michigan Avenue – 5th Floor
Detroit, MI 48226

To obtain a copy of your driving record, contact the Michigan Department of State at www.michigan.gov/sos (Requesting a Driving Record or Vehicle Record) or contact them by telephone at (517) 322-1624 if you have a VISA or MasterCard to charge the fee of \$8.00 for a **CERTIFIED** copy of your driving records. Please note that only a **CERTIFIED** copy of your driving record will be accepted. You can also pay by check or money order made payable to “State of Michigan” by writing to:

Michigan Department of State
Record Lookup Unit
7064 Crowser Drive
Lansing, MI 48918-1540

When writing to request your driving record, you must include your full name, date of birth, and driver's license number. The fee of \$8.00 for a CERTIFIED record must accompany the request along with the reason for requesting the record, which is for “employment.” This record will cover the last five years.

We have enclosed a Guide to Requesting Driver Records Form BDVR-153. Again, you may use this form to mail in your request or the VISA/MasterCard option listed above or visit their website at www.michigan.gov/sos to obtain the form.