



Please be advised that when requesting New Hampshire DMV records for employment purposes, the end-user is required to have a New Hampshire State release form (DSMV 505) signed by the prospective applicant/employee. This state release form must be kept on file by the end-user and a copy sent to PreTrax. The release form is attached.

## **STATE SPECIFIC INFORMATION:**

### **New Hampshire Form DSMV 505**

1. In Section I: Requested Information, check Box B.
2. In Section II: Requestor Information, the end-user/employer must complete their company information and name of Requestor.
3. In Section III: check the second Box: Driver Record (Non Certified copy)
4. Section IV Intended Use of Information, **DOES NOT** need to be checked (Leave blank).
5. Section V: Search For, complete all information of the prospective applicant/employee; **Registration/Plate # and Vehicle Identification # are NOT required.**
6. Section VI: Signed Authorization, enter end-user/employer name, signature of prospective applicant/employee, and it must be signed and dated. **Notarization NOT required.** In the Certification Box, the signature of the Requestor (end-user/employer) is required.
7. Section VIII. Penalty Clause, read and understand RSA 260:14.

## **IMPORTANT:**

- The Form DSMV 505:
  1. Must be completed prior to requesting New Hampshire DMV information.
  2. Must be completed as directed and kept on file by the end-user/employer.
  3. Must be made available upon request by PreTrax.