



Request for Driver's Licence History Search for Proof of Beginner Driver Education Course Completion

This request is not a Driver's Record.

Please note that the cost for each search is \$12.00.

In order for us to process this request we require the following information.

Asterisks (*) identify information that must be provided to fulfil an order.

The Driver's Licence History (DLH) search can only be requested by the licence holder, as it contains personal information. A separate application must be completed and signed by each applicant.

Driver's Licence Information

Full name (as it appears on the Driver's Licence) *

Date of Birth (yyyy/mm/dd) *

Telephone Number *

Ontario Driver's Licence Number *

In-Person

A completed DLH search request form must be presented with the fee at a Driver and Vehicle Licence Issuing Office or ServiceOntario College Park. Requests in-person will be generated the same day. The fee may be paid by cash, certified cheque, money order, direct payment, or credit card.

To find the location of the Driver and Vehicle Licence Issuing Office nearest you, please call ServiceOntario at 1 800 387-3445 or 416-235-2999 or visit www.ServiceOntario.ca.

If unable to visit a Driver and Vehicle Licence Issuing Office you may send your request by mail. The processing time for your request will take approximately 15 business days from the date your application is received and will only be mailed to the address that appears on your driver's licence.

Method of Payment

Payable to: **"Minister of Finance"**

Cheque

Money Order

Please mail your request and payment to:

Data Access Unit
Licensing Administration and Support Office
Building A, Room 160
2680 Keele Street
Downsview ON M3M 3E6

Applicant's Return Address *

Signature of Applicant *

Date (yyyy/mm/dd) *

Personal information contained in this form is collected under the authority of section 205 of the *Highway Traffic Act* (HTA) and is used to evaluate fitness to operate a motor vehicle and to administer the driver's licence program. For enquiries related to the collection of personal information, contact the Supervisor, ServiceOntario Telephone Enquiry Unit, Ministry of Government Services, Building A, 2680 Keele St., Downsview ON M3M 3E6, telephone number: 416 235-2999 or 1 800 387-3445.

Under the *Highway Traffic Act*, the maximum penalty for making a false statement is a fine and/or imprisonment and/or a driver's licence suspension.