

As you know, the laws and organizations that govern the operations of CASA of Contra Costa County require that each volunteer submit a copy of his/her driving record to the CASA office annually. We have provided the instructions and the link below in an effort to save you a trip to the DMV.

DMV report request by mail form: <http://www.dmv.ca.gov/forms/inf/inf1125.pdf>

Because the DMV takes about 6 weeks to mail a driving record, we would ask that you **submit this request 6 weeks before your DMV report is due to the CASA office.** If you choose not to request your driving record by mail, it is your responsibility to visit the DMV and to then give CASA a new copy of your driving record annually.

If you are submitting your request for a driving record to the DMV by mail, please do the following:

1. Complete the top half of the form with your personal information and sign as indicated.
2. Check the "DRIVER/LICENSE/ID RECORD" box and provide your driver's license number and date of birth.
3. Complete the mailing label at the bottom of the form with **YOUR NAME and the following address** (so the driving record will be mailed directly to the CASA office):
2020 North Broadway Suite 204
Walnut Creek, CA 94596
4. Mail this form and a check for \$5.00 made out to "Department of Motor Vehicles" to:
Department of Motor Vehicles
P.O. Box 944247 MS G199
Sacramento, CA 94244-2470

ALL OF THE INFORMATION ON THIS FORM MUST BE ORIGINAL – PHOTOCOPIES WILL NOT BE ACCEPTED!