MARYLAND DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION

6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

CS-011 (10-24)

MVA Criminal Record Request Form

Please place your photo driver's license below and photocopy.

By my signature, I authorize the Motor Vehicle Administration to perform a criminal background check.

Signature _____ Date _____

Name of Business	Type of License
	☐ Dealer ☐ Salesman ☐ Professional Driver Instructor ☐ Title Service Agent ☐ Other

Instructions for Criminal Background Request

This form is to be used for the processing of your Maryland criminal background check. At the present time no fee will be charged for this service.

Maryland Residents

This form must accompany all applicantions from licensees or anyone with a financial interest in a business.

- Provide a clear, legible copy of either your Maryland Photo Driver's License or Maryland Photo ID on the front of this form.
- If you have a change of address that does not appear on your license or ID, please note it on the form.
- Sign the photocpy.
- The copy which contains your original signature must be submitted with your application to the Motor Vehicle Administration.

Out-of-State Residence:

- Applicants will be required to request Criminal Justice Information System background checks from the appropriate Law Enforcement Agency in their state of residence.
- The background checks should not be sent directly from the appropriate Law Enforcement Agency to the Business Licensing & Compliance at the Motor Vehicle Administration.
- For identification purposes, you must submit a clear, legible copy of your out-of-state driver's license or photo ID on this form.

MVA Use Only