



TOWN OF WESTFORD
DEPARTMENT OF HUMAN RESOURCES
TOWN HALL, 55 MAIN STREET
WESTFORD, MASSACHUSETTS 01886
Telephone (978) 399-2915 Fax (978) 399-2571
<https://westfordma.gov/hr>

How to Obtain a Motor Vehicle Record Request/Driving Record

All applicants applying for a position that requires driving are asked to submit a driving record obtained through the state in which they reside. Driving records may be obtained on-line or by mail (see below), or may be obtained in person (check with your local registry/department to see if an appointment is needed).

Massachusetts

- On-line:
 - Go to: <https://www.mass.gov/how-to/request-a-driving-record>
 - Click on 'Request a Driving Record online' (please have your license number, Social Security number, and payment information on hand)
 - Follow instructions and complete the information
 - There is a nominal non-reimbursable fee charged by the RMV for this service
- By Mail:
 - You can request a copy of a driving record by mail by completing the Public Driving Record Request form (found at <https://www.mass.gov/how-to/request-a-driving-record>) and mailing the form and check or money order payable to:

Registry of Motor Vehicles
Court Records Department
P.O. Box 55896
Boston, MA 02205
 - There is a nominal non-reimbursable fee charged by the RMV for this service. Please allow approximately 2 weeks to process and mail the record.

New Hampshire

- On-line:
 - Go to: <https://www.dmv.nh.gov/node/461>
 - Click on 'Requesting your own Driving Record' (please have your license number, and payment information on hand)
 - Follow instructions and complete the information
 - There is a nominal non-reimbursable fee charged by the DMV for this service
- By Mail:
 - You can request a copy of a driving record by mail by completing the Application for Motor Vehicle Records form (found at <https://www.dmv.nh.gov/node/461>) and mailing the form and check or money order payable to:

Division of Motor Vehicles – NH DMV
23 Hazen Drive
Concord, NH 03305
Attn: DSMV 505
 - There is a nominal non-reimbursable fee charged by the DMV for this service. Please allow 2 weeks to process and mail the record.