



Request for National Driver Register (NDR) File Check on Current or Prospective Employee

Current or Prospective Employer to Receive the NDR Search Results:		<input type="checkbox"/> Driver Employer	<input type="checkbox"/> Railroad
		<input type="checkbox"/> Air Carrier	<input type="checkbox"/> Engineer
Employer or Agency Name			
To the Specific Attention of:		Business Telephone Area Code Number ()	
Mailing Address (Number and Street)			
City, State and Zip Code			
Type or Print Plainly (Avoid delays. Inquiries that cannot be read will not be processed.)			
Driver's Full Legal Name (Last, First, Middle)			
Driver's License Number and State		Month, Day, and Year of Birth	
Social Security Number	Sex	Color of Eyes	Height Weight
Other Names Used (Maiden Name, Prior Name, Nickname, Professional Name, Other)			
Mailing Address (Number and Street with Apartment Number if any, or Rural Route/Carrier and Box Number)			
City, State and Zip Code			
<p>EMPLOYEE UNDERSTANDING: I understand that the National Driver Register (NDR) search will result in a printed report, which will be sent only to the employer or regulatory agency listed above on this form. The report will indicate either (1) that the NDR does not contain a record matching my identification <i>or</i> (2) that the NDR has a probable identification (match) from one state (or more) which will be named on the report. A separate check of state files would be required (1) to verify the identification or (2) to obtain the driving record. It is the responsibility of the listed employer to obtain the state driver records and to determine or verify records which apply to me. Under the Privacy Act, I have the right to request record(s) pertaining to me from the NDR. I also understand that if convictions, suspensions, or revocations of my record are found, which I have not shown on my applications or mentioned during interviews, I might not be hired as a driver or could lose my job as a driver, and the state where I am licensed may also take action on my driver's license, including suspension, cancellation, or revocation. I hereby, with my signature, authorize a one-time file search of the NDR and any resulting reports to be sent to the employer or agency named on this form.</p>			
Driver's Signature (Please read entire document before signing.)			Date

NOTARIZATION	
Required for processing.	
Sworn to and ascribed before me Notary Public	Seal or Stamp
this _____ day of _____	
20_____ in the city/county of _____	

State of _____	

Requests for National Driver Register (NDR) Record Checks

Who may obtain an NDR Record Check

1) Any person may ask to know whether there is an NDR record on them and may obtain a copy of the record if one exists. Individual requests must be mailed directly to the National Driver Register. **Do not mail Individual Request Forms to the Department of Motor Vehicles.**

2) Employers of drivers, locomotive engineers, and air carriers may also obtain NDR record checks. Every driver, operator or pilot on whom an NDR file check is requested is entitled to review the NDR report(s) provided to the employer. The results of the NDR check will be mailed only to the current or prospective employer or third party service provider. If no employer is named on the form, or it is changed, the request will not be processed.

The following authorization applies to Railroad Company Requests

NDR Check Authorization: The U. S. Department of Transportation, Federal Railroad Administration, in accordance with 49 CFR, Part 240.111, requires that I hereby request and authorize the National Highway Traffic Safety Administration (NHTSA) to perform an NDR check of my driving record for a 36-month period prior to the date of this request, including license withdrawal actions open at time of file check. I hereby authorize the NDR to furnish a copy of the results of this NDR check directly to the railroad company identified on this inquiry form.

Notice to prospective Air Carrier Employees

Pursuant to Section 502 of the Pilot Records Improvement Act of 1996, this serves as notice of a request for NDR information concerning your motor vehicle driving record and your right to receive a copy of such information.

What NDR Records contain:

NDR results for employers will contain only the identification of the state(s) which have reported information on the driver to the NDR and only information reported within the past 3 years from the date of the inquiry. Driver control actions initiated prior to that time, even if still in effect, will not be included.

Detailed information to confirm identity or to describe the contents of the driver record can be obtained only from the state(s) listed when probable matches are reported. The name and address of the driver licensing official will be provided for each state listed.

How to request an NDR Record Check:

Using this form, which may be completed by either the current or prospective employer or the current or prospective employee, (1) the driver must authorize the request by his or her signature or mark as witnessed and (2) the driver must certify his or her identity.

Any mailed NDR record check request must be notarized to certify identity. Refer to the acceptable identification documents listed in the Notary Official Use Only section. The completed form should be mailed to the address listed below:

National Driver Register
1200 New Jersey Ave SE
Washington, DC 20590

Requests can only be processed for the employer if the employee holds an Idaho driver's license or if the employee is domiciled in Idaho and does not hold a driver's license. If the employee holds an out-of-state license, requests must be processed through the employee's state of license.