REQUEST FOR NATIONAL DRIVER REGISTER FILE CHECK ON CURRENT OR PROSPECTIVE EMPLOYEE

Current or Prospective Employer to Receive the NDR Search Results: ☐ Driver Employer ☐ Railroad Company				
Employer or Agency Name:				
To the specific attention of:		Business Telephone		
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 (First, Middle, and Last)				
Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)				
Mailing Address (Number and Street with Apartment Number if any or Rural Route/Carrier and Box Number)			Home Telephone (Optional)	
City, State and Zip Code			Work Telephone (Optional)	
Driver License Number and State (Driver must be licensed in the State initiating the search)			Social Security # (Optional)	
Month, Day, and Year of Birth	Sex	Color of Eyes	Height	Weight

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 or (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 that 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 mine are found which I have not shown on my applications or 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 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.

Driver's Signature (Please read information on the next page before signing)	Date

OFFICIAL USE ONLY			NOTARIZATION Required only if the NDR File Check Request is not made in person by the current or prospective operator
Date Received	Date Sent	Internal Control	Sworn and ascribed before me this _____ day of _____, _____ in the city/county of _____ _____ State of _____ Notary Public Seal or Stamp
TYPE OF IDENTIFICATION: ☐ Birth Certificate ☐ Valid Photo Driver License ☐ Valid Passport ☐ State-Issued Photo ID ☐ Military Discharge Papers ☐ Valid Military ID ☐ Other (Specify) _____			
Employee Verifying Applicant Identification (Print Name)			Signature

SEE NEXT PAGE FOR ADDITIONAL EXPLANATIONS

REQUESTS FOR NATIONAL DRIVER REGISTER (NDR) RECORD CHECKS

Who May Obtain an NDR Record Check

Any person may ask to know whether there is an NDR record on him or her and may obtain a copy of the record if one exits. Requests from individuals require Form NDR-PRV.

Employers of drivers and locomotive engineers may also obtain NDR record checks. Employer/Employee request require Form NDR-EMP. Every driver or operator 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 driver record for a 36-month period 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 identifies on this inquiry form.

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 injury. 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 (NDR-EMP), which may be completed by either the current or prospective employer on 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. Requests made in person require certification of identity acceptable to the state through one or more documents issued by a recognized organization (e.g., a driver's license or a credit card), which contains a means of verification such as a photograph or a signature.

Request must be made to the state where the driver is licensed.

Location of NDR Records

Records on individuals can be made available to those individuals, within a reasonable time after request, for personal inspection and copying during regular working hours at 7:45 a.m. to 4:15 p.m. each day except Saturdays, Sundays, and Federal legal holidays. The address for requesting record information in writing directly from the NDR or for making requests in person is:

National Driver Register
Nassif Building
400 7th Street, S.W.
Washington, DC 20590