

Request for National Driver Register (NDR) Record Checks

Who May Obtain an NDR Record Check

Employers of drivers and locomotive engineers may obtain NDR records checks. Air carriers are required to obtain NDR record checks on pilot applicants. 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. If no employer is named on the form or it is changed, the request will not be processed.

NDR CHECK AUTHORIZATIONS:

Motor Vehicle Operators - Section 30305(b)(2) of 49 U.S.C. authorizes NDR checks on information reported within the past 3 years from the date of inquiry. Driver control actions reported prior to that time, even if still in effect, will not be included.

Locomotive Railway Operators - Section 30305(b)(4) of 49 U.S.C. authorizes a NDR check for license withdrawal actions entered in the NDR during the 36-month period prior to the date of this request and license withdrawal actions open at the time of file check, regardless of date entered in the NDR.

Pilots - 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. The search is limited to information about revocations or suspensions still in effect on the date of the request or information entered in the NDR in the past 5 years from the date of the request.

How to Request an NDR Record Check on Current or Prospective Employee

Using this form, which may be completed by either the current or prospective employer or the current or prospective employee, (1) the driver/operator must authorize the request by his or her signature or mark as witnessed and (2) the driver/operator must certify his or her identity. The mailed NDR record check request must be notarized to certify the driver's/operator's identity.

Requests made in person will only be accepted at the Texas Department of Public Safety Headquarters Office located at 5805 North Lamar Boulevard, Austin, Texas. Certification of identity acceptable to the state through one or more documents issued by a recognized organization which contain a means of verification such as a photograph or a signature is required when making the request in person.

A \$4.00 processing fee in the form of a personal check, money order or cashiers check made payable to the Texas Department of Public Safety will be required for each NDR record check request. Mail the completed request form and fee to:

License Issuance Bureau
Texas Department of Public Safety
PO Box 15999
Austin, Texas 78761-5999