

REQUIRED FEE INFORMATION DETAILED ON REVERSE SIDE OF FORM

TEXAS DEPARTMENT OF PUBLIC SAFETY Request for National Driver Register File Check on Current or Prospective Employee				
TYPE OR PRINT CLEARLY–BLACK INK ONLY (Inquiries that cannot be read will not be processed.)				
NDR Search Results to be Received by Current or Prospective Employer of:				
<input type="checkbox"/> Motor Vehicle Operator <input type="checkbox"/> Locomotive Railway Operator <input type="checkbox"/> Pilot Applicant				
Employer or Agency Name				
Forward to the specific attention of:				Business Telephone ()
Mailing Address (Number and Street)				
City, State and Zip Code				
Driver's/Operator's Full Legal Name				
First		Middle		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 & Box #)				Home Telephone (Optional) ()
City, State and Zip Code				Work Telephone (Optional) ()
Driver License Number and State				Social Security Number (Optional)
Date of Birth (Month, Day, Year)	Sex M F	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 current or prospective employer/regulatory agency listed 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 (pointer record) from one state (or more) which will be named on the report. A separate check of state files would be required to: (1) verify the identification or (2) obtain the driving record. I understand that under the Privacy Act, I have the right to request record(s) pertaining to me from the NDR to verify their accuracy. I hereby, with my notarized signature, authorize a <i>one-time</i> file search of the NDR and any resulting reports to be sent to the current or prospective employer/regulatory agency named on this form. (See reverse side for authorization)				
Driver/Operator's Signature (Please read information on back before signing.)				Date
NOTARIZATION (Required only if the NDR File Check Request is not made in person by the current or prospective operator)				
_____ appeared before me and executed this instrument (Requestor's Name)				
this _____ day of _____, _____ in the city/county of _____ (Month) (Year)				
_____ My commission expires _____ (Notary Public)				Notary Public Seal or Stamp
FOR DEPARTMENT USE ONLY				
Date Received	Date Sent	Other		
TYPE OF IDENTIFICATION: <input type="checkbox"/> Valid Photo Driver License <input type="checkbox"/> State – issued Photo ID <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Valid Passport <input type="checkbox"/> Valid Military ID <input type="checkbox"/> Military Discharge Papers <input type="checkbox"/> Other (specify)				
Employee Verifying Applicant Identification (Print Name)				Signature

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