

NATIONAL DRIVER REGISTER FILE CHECK INDIVIDUAL REQUEST

Purpose: Use this form to request a National Driver Register (NDR) file check on yourself and obtain a copy of the record if one exists.

Instructions: Complete this form and submit it to your local DMV customer service center or mail it directly to NDR at the address listed on the reverse side of this form. If you mail the form to NDR, it must be signed in the presence of a notary public prior to mailing.

NOTE: Requests may not be made under any circumstances by or on behalf of any individual other than the person on whom the information is being requested.

REQUESTER INFORMATION (type or print clearly)				
FULL LEGAL NAME (first, middle, last)				
OTHER NAMES USED (maiden, prior name, nickname, professional name, other)				
STREET ADDRESS			HOME TELEPHONE (optional)	
CITY, STATE, ZIP CODE			WORK TELEPHONE (optional)	
DRIVER LICENSE NUMBER		ISSUING STATE	SOCIAL SECURITY NUMBER (optional)	
BIRTH DATE (mm/dd/yyyy)	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	EYE COLOR	HEIGHT ft. in.	WEIGHT (lbs)

REQUESTER CERTIFICATION	
I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.	
REQUESTER SIGNATURE	DATE (mm/dd/yyyy)

NOTARIZATION (must be completed by notary public) REQUIRED ONLY IF THIS FORM IS MAILED DIRECTLY TO NDR	
State/Commonwealth of _____, city or county of _____	NOTARY PUBLIC SEAL
subscribed and sworn to before me on this _____ day of _____ (MONTH) (YEAR)	
by _____ in the city or county and state aforesaid.	
REGISTRATION NUMBER	MY COMMISSION EXPIRES (mm/dd/yyyy)
NOTARY PUBLIC NAME	NOTARY PUBLIC SIGNATURE

DMV USE ONLY	
Proof of Identification Two (2) proofs of identification required if requester submits this form in person to CSC. <input type="checkbox"/> Valid Out of State License Number _____ <input type="checkbox"/> Birth Certificate Number _____ <input type="checkbox"/> Military Discharge Papers ID Number _____ <input type="checkbox"/> Passport Number _____ <input type="checkbox"/> US Immigration Resident Alien Number _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Two Documents Witnessed by _____	Remarks/CSR Stamp

NDR INFORMATION**WHAT IS NDR?**

The National Driver Register (NDR) is a computerized database of information about drivers who have had their licenses canceled, denied, revoked or suspended, or who have been convicted of serious traffic violations such as driving while impaired by alcohol or drugs.

State motor vehicle agencies provide NDR with the names of persons who have lost their driving privilege or who have been convicted of a serious traffic violation. When a person applies for a driver's license the state checks to see if the name is on the NDR file. If a person is recorded by the NDR as a problem driver, the license may be denied.

HOW TO REQUEST AN NDR FILE CHECK

Data requested on this form is by the authority of Public Law 97-364.96 Stat 1740, as amended (23 U.S.C. 401 note); delegation of authority at 49CFR 1.50.

Your authorization is valid for only one search of the National Driver Register (NDR). The NDR response will be mailed to the address you have provided; however, incomplete or illegible inquiries will not be processed. All inquiries will be acknowledged if a return address is readable. Forms mailed directly to NDR that have not been notarized will also not be processed.

WHAT TO EXPECT FROM YOUR NDR FILE CHECK

The NDR will respond to every valid inquiry, including requests which produce no record(s) on the NDR file. When records are located, the details will be returned to you and will contain all information listed in your NDR file. The reply will also indicate any reports to others that were previously provided by the NDR and will specify who has received the reports on you.

The name and address of the State driver licensing official will be provided for each State that reported information to the NDR.

Since the NDR is a national clearing house of driver license information furnished by the states, any specific information about the driver history, or a request for the entire driver history, may be obtained only from the state(s) where the detailed information is recorded. The state(s) maintaining records are the only contacts able to correct records in error, and the NDR will correct its records when so advised by the state that reported the incorrect information.

LOCATION OF NDR

The address for requesting record information in writing or in person is shown below. NDR's regular working hours are 7:45 a.m. to 4:15 p.m. each day except Saturdays, Sundays, and Federal holidays.

**National Driver Register
1200 New Jersey Avenue S.E.
Washington, DC 20590**