



INDIVIDUAL REQUEST FOR NATIONAL DRIVER REGISTER FILE CHECK

The National Driver Register (NDR) is a national clearing house of driver license information. NDR contains information provided by State driver licensing officials on drivers whose licenses have been canceled, denied, revoked, or suspended or who have been convicted of certain serious traffic violations.

The following information is required by the NDR to conduct a search of the NDR file. You can submit your request by turning it into your local DMV branch office or by mailing 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. **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.** The response to your request will be mailed from the NDR to the address you furnish below.

REQUESTOR INFORMATION <i>Please Type or Print Clearly</i>				
FULL LEGAL NAME <i>(First, Middle, Last)</i>				
OTHER NAMES USED <i>(Maiden, Prior Name, Nickname, Professional Name, Other)</i>				
MAILING ADDRESS			HOME TELEPHONE (Optional)	
CITY, STATE, ZIP CODE			WORK TELEPHONE (Optional)	
DRIVER'S LICENSE NUMBER AND ISSUING STATE			SOCIAL SECURITY NUMBER (Optional)	
DATE OF BIRTH ____/____/____ M M D D Y Y Y Y	SEX	COLOR OF EYES	HEIGHT	WEIGHT
DRIVER'S SIGNATURE				DATE ____/____/____ M M D D Y Y

NOTARIZATION <i>Required <u>only</u> if the request form is mailed directly to NDR.</i>
_____ appeared before me and executed this instrument Notary Public Seal or Stamp (Requestor's Name)
This _____ day of _____ in the city/county of _____
_____ My commission expires _____ (Notary Public)

DMV USE ONLY	
Proof of Identification Required if requestor submits request form to DMV. <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 _____ Two Documents Witnessed by _____	Remarks/Teller Stamp

The National Driver Register's files contain 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

See Reverse Side

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HOW TO REQUEST AN NDR FILE CHECK

Any person may request an NDR file check on themselves and obtain a copy of the record if one exists. This form is used specifically for that purpose. 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.

Complete the front side of this form and submit it to your local DMV branch office or mail it directly to NDR. If you are mailing this form to NDR, have your signature notarized before mailing it to the address shown below. Any follow-up to your request should be directed to the NDR.

Your authorization is valid for only one search of the 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.

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
Nassif Building
400 7th Street, S.W.
Washington, DC 20590**