



OHIO BUREAU OF MOTOR VEHICLES

EMPLOYER/EMPLOYEE REQUEST FOR NATIONAL DRIVER REGISTER (NDR) FILE CHECK ON CURRENT OR PROSPECTIVE EMPLOYEE

CURRENT OR PROSPECTIVE EMPLOYER TO RECEIVE THE NDR SEARCH RESULTS

EMPLOYER NAME, MAILING ADDRESS, CITY, STATE, ZIP, BUSINESS TELEPHONE, DRIVER EMPLOYER, RAILROAD COMPANY

TYPE OR PRINT LEGIBLY (AVOID DELAYS. INQUIRES THAT CANNOT BE READ WILL NOT BE PROCESSED.)

DRIVER'S FULL LEGAL NAME, OTHER NAMES USED, ADDRESS, CURRENT MAILING ADDRESS, HOME TELEPHONE, WORK TELEPHONE, DRIVER LICENSE NUMBER AND STATE, SOCIAL SECURITY NUMBER, DATE OF BIRTH, SEX, EYE COLOR, 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 listed on this form.

X DRIVER'S SIGNATURE, DATE

NOTARY: Subscribed and sworn to before me this day of 20 in the county of State of Ohio. My commission expires. NOTARY PUBLIC

STATE USE ONLY

DATE RECEIVED, DATE SENT, CONTROL SECTION, EMPLOYEE VERIFYING APPLICANT IDENTIFICATION, DATE, TYPE OF IDENTIFICATION: BIRTH CERTIFICATE, MILITARY DISCHARGE PAPERS, VALID PHOTO DRIVER LICENSE, VALID PASSPORT, OTHER (SPECIFY), STATE-ISSUED PHOTO ID, VALID MILITARY ID

Requests for National Driver Register (NDR) Record Checks

Who May Request an NDR Record Check

Each person wanting to request a copy of the NDR record on himself or herself (or to know whether such a record exists) should make a written request containing the identifying information on the front side of this form. The information will be used only for identification verification and records search purposes. Forms are available for both types of requests: those made for current or prospective employers and those individuals under the terms of the Privacy Act of 1974.

Employer/Employee requests may be completed by either the current or prospective employer or by the current or prospective employee, but (1) the driver must sign and authorize the request and (2) the results of the NDR check will be mailed only to the current or prospective employer named. If no employer is named or the form is changed, the request will not be processed.

How to Request an NDR Record Check

NDR record check requests must be notarized if mailed. Written requests presented in person shall also be accepted provided that the requesting party can prove his/her identity through the presentation of a document issued by a recognized organization (e.g., a driver license or a credit card) which contains a means of verification such as a photograph or a signature.

NDR results from Employer/Employee Requests will contain only the identification of the state(s) that have reported information on the driver to the NDR and only information reported within the past 3 years from the date of the inquiry. 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). The name and address of the driving licensing official will be provided for each state listed.

NDR results from Individual-Privacy Act Requests will contain all information listed in the NDR records on the individual and will indicate any disclosures previously made of the information and who received any reports provided.

Requests must be made to the state in which the driver is licensed.

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Attn: CDL/Out-of-State Processing
P.O. Box 16784
Columbus, Ohio 43216-6784