

## Individual's Request for National Driver Register (NDR) File Check in Accordance with the Federal Privacy Act of 1974 (Public Law 93-579)

The National Driver Register (NDR) contains only a listing of names and related identification, provided by State driver licensing officials, of those drivers whose driver licenses have been cancelled, denied, revoked, or suspended or who have been convicted of certain serious traffic violations. The NDR does not contain a list of any other drivers. If you have *not* had a driver license cancelled, denied, revoked, or suspended or have *not* been convicted of serious traffic violations, you would not be listed in the NDR. Every individual is entitled, however, to request a check of the NDR records to determine whether they appear on the NDR file. The NDR will respond to every valid NDR inquiry.

The record content for those persons who are listed in the NDR files is limited to identification of the state(s) which have taken action to cancel, deny, revoke, or suspend or have records of conviction of serious traffic violations. Any specific information about the driver history, or 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 pointer records when so advised by a state indicating that a report previously made to the NDR is in error.

If the NDR has a record on you, the full record will be copied and sent to you including any older records which may have contained a reason for license cancellation, denial, revocation, or suspension. In addition, if such information has been disclosed by the NDR, the recipient of the information will also be identified.

The name and address of the State driver licensing official will be provided for each State listed as having reported information on you to the NDR.

**Type or Print Plainly** (Avoid delays. Inquiries that cannot be read will not be processed.)

Full Legal Name (First, Middle, and Last)

Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)

Mailing Address: Number and Street with Apartment or Rural Route/Carrier & Box #

*Home Telephone (Optional)*  
Area Code    Number  
(       )

City, State and Zip Code

*Work Telephone (Optional)*  
Area Code    Number  
(       )

Driver License Number and State

*Soc. Security Number (Optional)*

Month, Day, and Year of Birth

Sex

Color of Eyes

Height

Weight

Driver's Signature

Date

### NOTARIZATION

**Notary Public  
Stamp or Seal  
(Mandatory)**

Sworn to and ascribed before me

this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_ in the city/county of

State of \_\_\_\_\_

## **How to Request an NDR Record Check**

Any person may ask to know whether there is an NDR record on him or her and may obtain a copy of the record if one exists. That is the purpose for this form NDR-PRV. Complete the form, have your signature (or your mark as witnessed) notarized, and mail the completed form to the National Driver Register at: 400 7th Street, SW., Room 6124A (NPO-124), Washington, DC 20590-0001. The NDR response will be mailed to the mailing address shown, but incomplete or illegible inquiries will not be processed. All inquiries will be acknowledged if a return address is readable. Forms that are not notarized will not be processed.

## **What to Expect from the NDR Record Check**

The NDR will respond to every valid inquiry including requests that produce no record(s) on the NDR file. When records are located, details of the probable identification results will be returned to you and will contain all information listed in the NDR records, if any, on you. The reply will also indicate any disclosures (reports to others) previously made by the NDR and will specify whom, if anyone has received reports on you.