



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**INDIVIDUAL'S REQUEST FOR NATIONAL DRIVER REGISTER (NDR)  
FILE CHECK IN ACCORDANCE WITH THE  
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 such as Driving Under the Influence of Alcohol. 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 or not they appear on the NDR file. A reply is made 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 a request, for the entire driver history, can be obtained only from the state(s) where the detailed information is recorded. If the NDR has a record on you, the full record will be copied and sent to you including 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 LEGIBLY AVOID DELAYS - INQUIRIES THAT CANNOT BE READ WILL NOT BE PROCESSED**

FULL LEGAL NAME (FIRST, MIDDLE, AND LAST AS SHOWN ON YOUR DRIVER LICENSE)				
OTHER NAMES USED (MAIDEN, PRIOR NAME, NICKNAME, PROFESSIONAL NAME, OTHER)				
ADDRESS (NUMBER AND STREET WITH APARTMENT NUMBER IF ANY OR RURAL ROUTE / CARRIER AND BOX NUMBER- AS SHOWN ON YOUR DRIVER LICENSE)				
CURRENT MAILING ADDRESS IF DIFFERENT (NUMBER, STREET, APARTMENT NUMBER OR RURAL ROUTE / CARRIER AND BOX NUMBER)			HOME TELEPHONE (VOLUNTARY)	( )
CITY, STATE AND ZIP CODE			WORK TELEPHONE (VOLUNTARY)	( )
DRIVER LICENSE NUMBER AND STATE			SOCIAL SECURITY NUMBER (VOLUNTARY)	
MONTH, DAY, AND YEAR OF BIRTH	SEX	EYE COLOR	HEIGHT	WEIGHT

UNDER THE PRIVACY ACT OF 1974, I HAVE THE RIGHT TO REQUEST RECORD(S) PERTAINING TO ME FROM THE NDR AND TO CORRECT ANY ERROR IN SUCH RECORD(S). I HEREBY, WITH MY SIGNATURE, AUTHORIZE A ONE - TIME FILE SEARCH OF THE NDR.

APPLICANT SIGNATURE <b>X</b>	DATE
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**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 APPLICATION IDENTIFICATION	DATE
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) _____		

## 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 driver 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 for record information can be submitted, in writing to the following address:

OHIO BUREAU OF MOTOR VEHICLES  
ATTN: CDL / OSP / NDR  
P.O. BOX 16784  
COLUMBUS, OH 43216-6784