



OHIO DEPARTMENT OF PUBLIC SAFETY
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		<input type="checkbox"/> DRIVER EMPLOYER <input type="checkbox"/> RAILROAD COMPANY	
MAILING ADDRESS		BUSINESS TELEPHONE ()	
CITY	STATE	ZIP	

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

DRIVER'S FULL LEGAL NAME (FIRST, MIDDLE, AND LAST AS SHOWN ON 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	ZIP	WORK TELEPHONE (VOLUNTARY) ()
DRIVER LICENSE NUMBER AND STATE		SOCIAL SECURITY NUMBER (VOLUNTARY)	
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. The report will indicate either (1) that the NDR does not contain a record matching my identification or (2) that the NDR has a probable identification (match) from one state (or more) which will be named on the report. A separate check of state files would be required (1) to verify the identification or (2) to obtain the driving record. It is the responsibility of the employer to obtain the driver records and to determine or verify records which apply to me. Under the Privacy Act, I have the right to request record(s) pertaining to me from the NDR. I hereby, with my signature, authorize a one-time file search of the NDR and the report to be sent to the employer named on this form.

DRIVER'S SIGNATURE X	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:		<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) _____		

SEE REVERSE SIDE FOR ADDITIONAL EXPLANATIONS

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.

OHIO BUREAU OF MOTOR VEHICLES
Attn: CDL/Out-of-State Processing
P.O. Box 16784
Columbus, Ohio 43216-6784