

NDR INFORMATION FOR THE EMPLOYER/EMPLOYEE

WHAT IS NDR?

The National Driver Register (NDR) is a computerized database of information about drivers who have had their licenses canceled, denied, revoked or suspended, or who have been convicted of serious traffic violations such as driving while impaired by alcohol or drugs.

State motor vehicle agencies provide NDR with the names of persons who have lost their driving privilege or who have been convicted of a serious traffic violation. When a person applies for a driver's license the state checks to see if the name is on the NDR file. If a person is recorded by the NDR as a problem driver, the license may be denied.

RECORD REQUESTS

Any person may request and obtain a copy of their NDR record if one exists.

EMPLOYER REQUESTS FOR NDR FILE CHECKS

Your employer or potential employer must obtain your authorization when requesting information on your record from NDR. 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) and Public Law 104-264, as amended (49 U.S.C. 30305, delegation of authority at 49 CFR 1.50).

SOCIAL SECURITY NUMBER

You do not have to disclose your social security number. However, providing the number will help to identify your record. This information is collected to assist in obtaining the document(s) requested and for DMV's record keeping.

INFORMATION THAT WILL BE ON THE NDR REPORT

The NDR report indicates jurisdictions in which you may have had your license revoked or suspended, or where you may have been convicted of a serious traffic violation.

Information on your NDR report will include:

- Your name, date of birth (month, day, year), gender, description, and license number.
- All possible record matches, by state, based on your identification data.
- A statement indicating that the possible record matches may not be the same person for whom the record was requested. This statement is necessary because records may have the same or similar names, dates of birth, and other identifying information and may not pertain to you.
- The address and telephone number for each state drivers licensing agency where additional information can be secured.
- If the NDR has no record for you in their files, the report will indicate this.

INFORMATION THAT WILL NOT BE ON THE NDR REPORT

Suspension, revocation, or conviction data is not given on the NDR report. Your employer will need to contact the state in which each record originated to obtain this information and to verify each possible match. The information the state provides may affect your employment status.

YOUR RIGHT OF REVIEW

You have the right to review the record(s) that pertain to you and provided to your employer or potential employer.