



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**

<input type="checkbox"/> DRIVER EMPLOYER			<input type="checkbox"/> RAILROAD COMPANY			<input type="checkbox"/> AIR CARRIER		
EMPLOYER'S BUSINESS NAME								
NAME OF EMPLOYER REPRESENTATIVE COMPLETING THIS FORM								
MAILING ADDRESS						BUSINESS TELEPHONE (    )    -		
CITY					STATE		ZIP	
* E-MAIL ADDRESS REQUIRED (ALL results are now returned via e-mail)								

**TYPE OR PRINT LEGIBLY (Avoid Delays. Inquiries 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)								
CITY			STATE		ZIP		HOME TELEPHONE (VOLUNTARY) (    )    -	
OHIO DRIVER LICENSE NUMBER			SOCIAL SECURITY NUMBER (VOLUNTARY)			WORK TELEPHONE (VOLUNTARY) (    )    -		
DATE OF BIRTH		SEX		EYE COLOR		HEIGHT		WEIGHT

**EMPLOYEE UNDERSTANDING:** I understand that the National Driver Register (NDR) search will result in an e-mailed 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 e-mailed to the employer named on this form.

DRIVER'S SIGNATURE <b>X</b>	DATE
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**Notary:**

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ County,  
State of \_\_\_\_\_.

(Notary Seal)

Signature of Notary Public **X** \_\_\_\_\_ My commission expires \_\_\_\_\_

## Requests for National Driver Register (NDR) Record Checks

### Who May Request an NDR Record Check

Each person requesting a copy of the NDR record for 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 inquiries by current or prospective employers and those inquiries by 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 e-mailed only to the current or prospective employer named. If no employer is named or the form appears to have been altered, the request will not be processed. \*The Ohio BMV sends and receives Employer/Employee requests only via email. Please ensure an employer e-mail address is provided. Results will be sent in 1 to 3 business days.

### How to Request an NDR Record Check

NDR record check requests must be notarized.

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 for 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.

Please Send Requests to: [emplrecordrqst@dps.ohio.gov](mailto:emplrecordrqst@dps.ohio.gov)

If you have any questions, or if we may be of any further assistance in regards to your Employer/Employee NDR Request form, please contact the Ohio Bureau of Motor Vehicles, Attention: CDL SPEXS Unit, P.O. Box 16784, Columbus, Ohio 43216-6784.