

National Driver Register File Check Request

for individuals 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 a request for 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 advised by a state indicating that a report previously made to the NDR was 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.

Please type or print plainly. Inquiries that cannot be read cannot be processed.

Driver Information

Full legal name <i>(First, Middle and Last)</i>					
Other names used <i>(Maiden, Prior Name, Nickname, Professional Name, Other)</i>					
Mailing address				(Area code) Home telephone—Optional	
City	State	ZIP code	(Area code) Work telephone—Optional		
Driver license number		Issuing state	Social Security number <small>For commercial drivers — Mandatory for identification purposes per 49 CFR 383.153, RCW 46.25.070. For non-commercial drivers — Requested for identification purposes only. Entering SSN is voluntary. WAC 308-104-014.</small>		
Birth date <i>(Month, Day, Year)</i>	Sex	Eye color	Height	Weight	
Driver's signature <i>(Please read page 2 before signing)</i>					Date
X					

Notarization – Required if this request is not made in person at the National Driver Register

Signed or attested before me on _____ by _____ (Seal or Stamp) _____ _____ My appointment expires _____	State of Washington County of _____
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OFFICIAL USE ONLY

Date received	Date sent	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 _____		
Print name of employee verifying applicant identification		Signature of employee verifying applicant identification X		Date

Requests for National Driver Register (NDR) Record Checks

How to Request an NDR Record Check

Any person may ask to know whether there is an NDR record on them and may obtain a copy of the record if one exists. That is the purpose for this form.

Complete the front side, have your signature (or your mark as witnessed) notarized, and mail the completed form to the National Driver Register at the address below.

The NDR response will be mailed to the mailing address shown. All inquiries will be acknowledged if a return address is readable. **Incomplete, illegible, or unnotarized forms will not be processed.**

What to Expect from the NDR Record Check

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

Location of NDR Records

Records can be made available, within a reasonable time after request, for personal inspection and copying during regular working hours at 7:45 am to 4:15 pm, each day except Saturdays, Sundays, and Federal legal holidays. The address for requesting record information in writing directly from the NDR or for making requests in person is:

**National Driver Register
Nassif Building
400 7th Street, S.W.
Washington, DC 20590**