

Requests for National Driver Register (NDR) Record Checks

How to Request an NDR Record Check

This form may be completed by the current or prospective employer or employee. The driver must authorize the request by their signature (or their mark as witnessed) and have it notarized.

Mail request and the \$10 fee to:

**Department of Licensing
Driver Responsibility
PO Box 9048
Olympia, WA 98507-9048**

What NDR Records Contain

NDR results for employers will contain only the identification of the state(s) which have reported information on the driver to the NDR and only information reported within the past three years from the date of the inquiry. Driver control actions initiated prior to that time, even if still in effect, will not be included.

A copy of the Washington driving record will also be sent to the employer or agency. If there are probable NDR matches from states other than Washington, it is the responsibility of the employer to obtain records from those states. The name and address of the driver licensing official will be provided for each state listed.

Authorization to Railroad Companies

The employee/prospective employee grants authorization as follows: "The U.S. Department of Transportation, Federal Railroad Administration, in accordance with 49 CFR, Part 240.111, requires that I hereby request and authorize the National Highway Traffic Safety Administration (NHTSA) to perform an NDR check of my driving record for a 36 month period prior to the date of this request including license withdrawal actions open at the time of file check. I hereby authorize the NDR to furnish a copy of the results of this NDR check directly to the railroad company identified on this inquiry form."

Authorization to Air Carriers

The employee/prospective employee grants authorization as follows: "In accordance with Section 502 of the Pilot Records Improvement Act of 1996, Public Law 104-264, I hereby request and authorize the National Highway Traffic Safety Administration (NHTSA) to perform an NDR check of my driving record for a five-year period prior to the date of this request, including license withdrawal actions open at the time of the file check. I hereby authorize the NDR to furnish a copy of the results of this NDR check directly to the air carrier identified on this inquiry form."