



Request For National Driver Register File Check on Current or Prospective Employee

The following information is required to conduct a search of the NDR file. Employer requests will only be accepted if the company making the request is based in the state of Missouri or one of the bordering states. States outside that region should send NDR requests to their state motor vehicle department.

Employer Information and Signature	Employer or Agency Name			
	Address		City	
	State	Zip Code	Telephone Number () -	Fax Number () -
	Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct. I certify the individual named below is an employee, or has applied to become an employee, of the company in a position which involves the operation of a motor vehicle, locomotive, or aircraft. (Signature required if submitted by employer).			
Employer's Signature			Title	
Printed Name			Date (MM/DD/YYYY) / /	

Employee Information and Signature	Legal Last Name		First		Middle		
	Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)			Home Telephone Number () -			
	Residence Address			Work Telephone Number () -			
	City			State	Zip Code		
	Driver License Number		Issuing State	Social Security Number			
	Birthdate (MM/DD/YYYY) / /		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Height	Weight	Eye Color	
	Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct. I am an employee, or have applied to become an employee, of the above named company in a position which involves the operation of a motor vehicle, locomotive, or aircraft. I authorize the Department of Revenue and the National Driver Register (NDR) to furnish, for this one time only, information pertaining to my driving record to the company identified above. Note: See the back side of this form for information on NDR.						
Employee's Signature				Date (MM/DD/YYYY) / /			

Notary Information	Embossed or black ink rubber stamp seal	Subscribed and sworn before me, this			
		day of		year	
	State	County (or City of St. Louis)	My Commission Expires (MM/DD/YYYY) / /		
	Notary Public Signature				
Notary Public Name (Typed or Printed)					

What is NDR?

The National Driver Register (NDR) is a national clearing house of driver license information. NDR contains information provided by state driver licensing officials for drivers whose licenses have been canceled, denied, revoked, or suspended or who have been convicted of certain serious traffic violations. Any person may request an NDR file check for their driver record and obtain a copy of the record if one exists.

Employer Requests For NDR File Checks

Your employer is required to obtain your authorization each time the employer requests 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); delegation of authority at 49 CFR 1.50.

Social Security Number

The social security number is required to complete checks for non-Missouri driver license holders.

The following information will be furnished on the NDR transcript:

- Your name, date of birth (month, day, year), sex, height, weight and eye color (as shown on this form).
- The name, date of birth, sex, height, weight, eye color and driver license number on all possible record matches in the NDR files is based on the identification data you furnish.
- A statement indicating that the possible matches furnished on the transcript may not be the same person for whom the record has been requested. This statement is necessary because often records may have the same name or similar name, date of birth and other identifying information and may not pertain to you.

No suspension, revocation, or conviction data will be displayed on the NDR record. Your employer will need to contact the state where each record originated to obtain this information and verify the identity of each possible match. The state may provide information which may affect your employment status. The address and telephone number for each state driver licensing agency where the information can be requested will be furnished on the NDR transcript.

If the NDR has no record for you in their files, the transcript will indicate this.

As the employee, you have the right to review your record(s) from the state(s) as provided to your employer.

Information furnished from this request is governed by Federal and State Protection Acts and the Federal Fair Credit Reporting Act. It is to be used for the sole purpose for which it was requested. Any other use or dissemination of the information shall be unlawful. Penalties may include up to one year in jail and a \$10,000 fine, according to Section 208 of Public Law 97-364.

Please send the above record(s) by: Mail Fax (Add \$0.50 per page faxed)

Records can be obtained by walk-in, mail-in, or e-mail request.

Results will be sent to the employer address or fax number provided on this form. Any request to have results returned to an alternate address or fax number will result in an additional fee. The fee is \$2.82 per record. A convenience fee will be charged for credit or debit card transactions.

	Cash	Check	Money Order	Debit Card	Discover	Visa	American Express	Mastercard	Total Record Fees	Convenience Fee
Central Office Visit	✓	✓	✓	✓	✓	✓	✓	✓	\$0.00 - \$50.00	\$1.25
Mail		✓	✓		✓	✓	✓	✓	\$50.01 - \$75.00	\$1.75
Fax or E-Mail					✓	✓	✓	✓	\$75.01 - \$100.00	\$2.15
									\$100.01 or more	2.15%

If you are paying by credit or debit card you must provide the following:

Name (as it appears on card)	Card Type	Card Number	Expiration Date __ / __
Requestor's Signature		Date (MM/DD/YYYY) __ / __ / ____	

The Missouri Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds. You may visit us at Central Office, Harry S Truman Building, Room 370, 301 West High Street, Jefferson City, Missouri.

