



**STATE OF VERMONT
AGENCY OF TRANSPORTATION
DEPARTMENT OF MOTOR VEHICLES
120 State Street, Montpelier, VT 05603-0001**

**Individual's Request for National Driver Register (NDR) File Check
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 canceled, 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 canceled, 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 so advised by a state indicating that a report previously made to the NDR is 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.

Type or Print Plainly (Avoid delays. Inquiries that cannot be read will not be processed.)

Driver's Full Legal Name (First, Middle, and Last)

Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)

Mailing Address (Number and Street with Apartment Number if any or Rural Route/Carrier and Box Number)	Home Telephone Number (Optional) Area Code ()
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City, State and Zip Code	Work Telephone Number (Optional) Area Code ()
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Driver License Number and State	Social Security Number (Optional)
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Month, Day, and Year of Birth	Sex	Color of Eyes	Height	Weight
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Driver's Signature	Date
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Official Use Only	NOTARIZATION Required only if the NDR File Check is not made in person by the current or prospective operator.			
Date Received	Date Sent	Internal Control	Sworn to and ascribed before me this _____ day of _____ 19____ in the city/county of _____ _____ State of _____	Notary Public Seal or Stamp

TYPE OF IDENTIFICATION: z Valid Photo Driver License z State-issued Photo ID
z Birth Certificate z Valid Passport z Valid Military ID z Military Discharge Papers
z Other (specify) _____

Employee Verifying Applicant Identification (Print Name)	Signature
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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 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) listed when probable matches are reported. The name and address of the driver licensing official will be provided for each state listed.

How to Request an NDR Record Check

Using this form, which may be completed by either the current or prospective employer or the current or prospective employee, (1) the driver must authorize the request by his or her signature or make as witnessed and (2) the driver must certify his or her identity.

Any mailed NDR record check request must be notarized to certify identity. Requests made in person require certification of identity acceptable to the state through one or more documents issued by a recognized organization (e.g., a driver's license or a credit card) which contains a means of verification such as a photograph or a signature.

Location of NDR Records

Records on individuals can be made available to those individuals, within a reasonable time after request, for personal inspection and copying during regular working hours at 7:45 a.m. to 4:15 p.m., 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