



South Carolina Department of Motor Vehicles

Request for National Driver Register Information on a Current or Prospective Employee

DL-107A
(Est. 10/2020)

Current or prospective employer requesting the NDR search results (check one): Air Carrier Railroad/Engineer
 Application must be mailed to SCDMV along with \$6.00 fee (see page 2 for address) Driver Employer

Employer or Agency Name

To the specific attention of:	Business Telephone Number ()
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Mailing Address (Number and Street)

City, State and Zip Code

Type or print clearly to avoid delays. Inquiries that cannot be read will not be processed)

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

Driver License Number and State	Month, Day, and Year of Birth
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Social Security Number	Sex	Color of Eyes	Height	Weight
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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)

City, State and Zip Code

EMPLOYEE UNDERSTANDING: I understand that the National Driver Register (NDR) search will result in a printed report which will be sent only to the employer or regulatory agency listed above 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 (A) to verify the identification or (B) to obtain the driving record. It is the responsibility of the listed employer to obtain the state driver records and to determine or verify records which apply to me. Under the Privacy Act¹, I have the right to request record(s) pertaining to me from the NDR. I also understand that if convictions, suspensions, or revocations of mine are found which I have not shown on my applications or interviews, I might not be hired or could lose my job, and the State where I am licensed may also take action on my driver license including suspension, cancellation, or revocation. I hereby, with my signature, authorize a one-time file search of the NDR and any resulting reports to be sent to the employer or agency named on this form.

Driver's Signature (Please read information on second page before signing)	Date
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Notarization Required

Sworn to and ascribed before me this _____ day of _____ 20 ____ in the County of _____ ,
 State of _____ Signature of Notary Public _____
 Notary Public Seal

¹ Under the federal Privacy Act of 1974 (5 U.S.C. 552a), you have the right to request records pertaining to you from the National Driver Registry (NDR). See <https://www.justice.gov/opcl/privacy-act-1974>



South Carolina Department of Motor Vehicles Requests for National Driver Register (NDR) Information

DL-107A
(Est. 10/2020)

The National Highway Traffic Safety Administration (NHTSA), within the Department of Transportation (DOT), has been given the responsibility to carry out safety programs. NHTSA is responsible for reducing deaths, injuries, and economic losses resulting from motor vehicle crashes. One of the programs that helps NHTSA fulfill this mission is the National Driver Register (NDR), which assists States in identifying problem drivers.

<https://www.transportation.gov/individuals/privacy/pia-national-driver-register>

Who May Obtain an NDR Record Check from the South Carolina Department of Motor Vehicles

Air carriers and other employers can request NDR information on an individual, with written and notarized permission from that individual. These requests must be made through a State DMV on a State DMV-provided form.

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 5 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.

Notice to Prospective Air Carrier Employees

Pursuant to Section 502 of the Pilot Records Improvement Act of 1996, this serves as notice of a request for NDR information concerning your motor vehicle driving record and your right to receive a copy of such information.

The following authorization applies to Railroad Company Requests

NDR CHECK AUTHORIZATION: The US 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 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.

How to Request an NDR Record Check

This form may be completed by the current or prospective employer, (1) the driver must authorize the request by his or her signature and (2) NDR record check requests must be notarized to certify identity.

Mail this completed form along with a check or money order in the amount of \$6.00, made payable to the SCDMV, to one of the addresses listed below:

Mailing Address:

SC Department of Motor Vehicles
Attention: Alternative Media
PO Box 1498
Blythewood, SC 29016-0035

Shipping Address:

SC Department of Motor Vehicles
Attention: Alternative Media
10311 Wilson Blvd
Blythewood, SC 29016-0035