Problem Driver Pointer System Update

January 12, 1996

Problem Driver Pointer System Update

Introduction

Effective January 22, 1996, the Commonwealth of Massachusetts will be converting to the National Driver Registers' Problem Driver Pointer System (NDR/PDPS). The NDR/PDPS will operate more like the Commercial Driver Licensing Information System (CDLIS) by tracking and maintaining a pointer file of problem drivers who:

- Have been convicted of a major conviction (DWI)
- Are currently under suspension/revocation
- Have been suspended/revoked in the past as reported by each state

A pointer file maintained by NDR/PDPS contains the following information related to the problem driver.

- Driver license number
- Name
- D.O.B.
- Social Security number
- The state that holds the driving record
- Sex
- Height
- Weight
- Alias Names
- Eye Color

An inquiry will still be sent to NDR/PDPS for every written exam application, add customer and license renewal transaction. For example: new permit applications, out of state transfers, license upgrades, RXX (reinstatements Pending full exam), and RXW (reinstatements pending written exam).

The Problem Driver Pointer information that is returned from NDR/PDPS will display on the LX Screen. New fields have been added to the LX Screen to accommodate the information that will be received from other states.

There have been changed made to the LC/ULC Screen to allow it to operate more like CDLIS when-ever a change of name, D.O.B., Social Security Number, driver license number, sex or height is made. In addition, a new field, "PDPS", has been added to the LI Screen to identify a problem driver.

In order to comply with NDR/PDPS regulations, the National Driver Register Inquiry Check request function must be offered for transportation safety on behalf of employers, prospective employers (including federal agencies), Federal Aviation Administration, Federal Railroad Administration, employer or prospective employers of railroad locomotive and the U.S. Coast Guard

The conversion from the old NDR system to PDPS has been gradual. Currently Alabama, Connecticut, Indiana, Maine, Nevada, North Dakota, Sough Dakota, Washington, Alaska, Kansas, Missouri, Iowa, Minnesota, New Hampshire, Ohio, Tennessee, West Virginia, Arkansas, , New Jersey, Oklahoma, Utah, Wyoming, California, Georgia, Kentucky, Nebraska, North Carolina, Maryland, South Carolina, Virginia, Florida, Colorado, Idaho, and Mississippi have converted.

Problem Driver Pointer System Update

The benefit of converting to NDR/PDPS is that more accurate driver status information is available to us from the state that reported the driver as a problem.

About This Document

This update provides information on how the Problem Driver Pointer System (PDPS) works, the system changes that have been made to the LC Screen, LX Screen and the LI Screen, policy changes, how to process license transactions with exact matches and explains the new bref codes. Also, included within this update is a troubleshooting chart which was designed to assist you with situations you may encounter when processing license transactions.

How Problem Drivers are Reported by the RMV

As part of the conversion to PDPS, Massachusetts will be updating the current NDR files with our most up to date problem driver information. In addition, ALARS will also run a nightly batch program that will check the system for suspended/revoked records for each business day and create a file of all the suspended/revoked drivers for the day. This file will be sent to NDR/PDPS and a new problem driver pointer will be added for this person. Once the Pointer record has been created, any state that sends an inquiry to NDR/PDPS will receive pointer information on that person.

How NDR/PDPS Works

Whenever an inquiry is sent to the NDR/PDPS for a license transaction, (for example, renewal, duplicate license, or license upgrade), the PDPS system will search its pointer file for a match. Within the pointer file is a list of problem driver who have been:

- Convicted of a major offense
- Currently suspended/revoked
- Have been suspended/revoked in the past

If a match is found, NDR/PDPS will notify the state that has sent the inquiry request that pointer information exists and will return the pointer information to the inquiring state. The pointer information includes; driver license number, name, D.O.B., SSN, and the state that reported the driver as a problem.

At the same time, NDR/PDPS electronically sends a driver status request to the state that has reported the driver as a problem, requesting them to send the driver status. NDR/PDPS will only follow this procedure when there is a match and the state that has sent the inquiry on a driver status is not the state that reported the driver as a problem.

Once the match has been determined to be an exact match by ALARS, a request for a driver history will be sent to the state that reported the driver as a problem. Once the driver history is received, the match is applied and the Conviction Date, Reason, Eligible Date, and the Reinstatement Date fields will display on the LX screen

When a Match is Found

Whenever an inquiry is sent to NDR/PDPS and pointer information has been returned, ALARS will determine if the pointer information that has been returned is an exact match.

The System determines an exact match by using the following:

- Name and Date of Birth

If the first four letters in the last name, the first three letters in the first name, the first letter in the middle name and the D.O.B. are the same, ALARS considers this match an exact match. If the status for this record is not valid/expired and Withdrawal Pending indicator in N, the system will automatically request the driver history.

For example, when NDR/PDPS matches a name such as Christopher J. Johnson with Chris J. Johnson, this is considered an exact match. A request for a driver history will be sent to the state that reported the driver as a problem and once the history is received ALARS will automatically apply it.

NOTE: The only time a pointer record will **not** be automatically applied is when the status displays DED, CAN, DIS, OTH or VAL/EXP and WP=Y. This transaction requires manual intervention. Refer to the "How to Handle Different PDPS Situations" section of this update to determine what to do.

If ALARS determines the NDR/PDPS response is an exact match:

1. A driving history must be obtained from the state that reported the driver as a problem before you can continue processing the transaction.

2. The state that reported the driver as a problem will send the driver history electronically within 96 hours. (In most cases this information will be received quickly).

3. Once we have received the driver history, the match is automatically applied and the Conviction Date, Reason, Eligible Date, and the Reinstatement Date will display on the LX Screen.

4. Whenever the driver history has been received and the match has been applied, a suspension action is created. This means the customer will receive a suspension letter.

Problem Driver Pointer System Update

The LX Screen

Pictured below is an illustration of the new LX Screen.

```
        MASSACHUSETTS REGISTRY OF MOTOR VEHICLES NDR INQUIRY AND RESOLUTION

FUNCTION:   LX       MSG:
LICENSE #:    999955555                       STATE: MA    SS#: 999955555      COMMERCIAL:
      ACT CD              1=PREV  S=NEXT  Z=DELETE              REQUEST TYPE: 0
         NAME      L: SAMPLE                    F: SUE             M:      DOB:
01/01/1960
      SEX:   F      HEIGHT:    5.00
  ALIAS    L:  SAMPLE                      F: SUE                M: S


APPLY         999999999                    VA
  Y                 SAMPLE                     SUE          S              01/01/1960
               STATUS:  SUS       EXACT: Y      W/P:N
STATE: VA   LOCATION: BUR. OF MOTOR VEHI        REFERENCE: 7031245145

               STATE:    VA CONVICTION DATE: 01/12/1993       REASON: RR
                         ELIGIBLE DATE:  INDEF                REINSTATE DATE:

               STATE:    FL   CONVICTION DATE: 04/10/11994     REASON: DI3
                         ELIGIBLE DATE:  INDEF                 REINSTATE DATE:


NDR MESSAGE:    MATCH 05 OF 10,     ITEM 03 OF 05,          NDRDATE  9528164206
```

Although you will continue to view matches on the LX Screen, the way the information displays is different. When a match is received from NDR/PDPS the LX Screen displays the person and status information once and all applicable conviction information for that person is listed below. In addition, new fields have been added to display Problem Pointer Driver Information. This makes the screen less crowded and easier to read. The new fields that have been added are:

- Request Type =   Inquiry Type
- Exact =   Exact Match
- W/P=   Withdrawal Pending

Request Type

The Request Type field will be used to indicate what type of inquiry you are sending to NDR/PDPS. The Request Type field should be used when manually sending an NDR/PDPS online Inquiry. For example you would use this field when manually sending an inquiry for an early or late license renewal.

January 12, 1996

Problem Driver Pointer System Update

To indicate what type of request you are sending to NDR/PDPS, you should enter one of the following request types:

- R = Renewal
- D = Duplicate
- O = Original (first time license and upgrade)
- F = Follow up

Exact Match

The Exact Match Field is used to indicate whether or not the match returned by NDR/PDPS is an exact match. The Exact Match field will display a Y if the match is an exact match. If a N displays, the match is not an exact match or the status is VAL/EXP and the Withdrawal Pending indicator is N.

Withdrawal Pending

The Withdrawal Pending field will display a Y if there is some type of pending action against the driver. For example, if a driver is in the process of being suspended, a Y will display in this field. A N will display if there are no pending actions.

Action Codes on the LX Screen

The action codes on the LX screen that will be used are:

1—to display a previous match
S—display next match
O—override (when there is no response from NDR/PDPS and the message has timed out)
N—send to NDR
Z—delete a NDR/PDPS message that has been sent (requires special authority)

Note: Branches will no longer have the authority to delete NDR messages.

The "O" Action Code

You will no longer be able to override an NDR inquiry unless a timeout has occurred. For example: If you are processing a license transaction (an early or late renewal), you will be required to go to the LX Screen and send an online inquiry. If the message "TIMEOUT WAITING FOR NDR" displays, use the "O" action code on the LX Screen to override the NDR/PDPS inquiry and complete the transaction. This will be the only time you will be allowed to use the "O" action code.

January 12, 1996

Problem Driver Pointer System Update

How to Handle Certain PDPS Situations

This section lists different issues you may encounter related to NDR/PDPS and describes how to resolve them.

WHAT IF…	RESOLUTION
AN EXACT MATCH DISPLAYS AND THE STATUS READS VALID OR EXPIRED AND WP=N	If a problem driver is reported but the status displays valid or expired and WP=N, ALARS will automatically not apply the match and the system will allow you to continue with the desired transaction. However, the LX screen will display the person and status.
AN EXACT MATCH DISPLAYS AND THE STATUS DISPLAYS SUSPENDED/REVOKED	If a problem driver is reported and the status displays suspended/revoked and the history has been received, the system will automatically apply the match and you will not be allowed to complete the desired transaction. The customer must clear the suspension/revocation that has been reported.
MULTIPLE MATCHES ARE RETURNED AND ONE READS VALID AND ONE READS REVOKED	If multiple matches display from a PDPS state, the revoked status will take precedence. The system will automatically apply the revoked record and will automatically not apply the valid record. However, both records will display on the LX Screen. The customer must clear the suspension/revocation that has been reported.
THE RECORD THAT IS RETURNED READS OTH, CAN, DED, DIS, OR WP=Y WITH A VAL/ EXP STATUS	If the status of the match that has been returned displays Canceled, Dead, Disqualified, Other or Withdrawal Pending, the system will not automatically apply it. Therefore, you will need to contact the Help line to verify the correct status.
THERE ARE MULTIPLE EXACT MATCHES WITH REVOKED STATUSES FROM DIFFERENT STATES	If multiple exact matches from different states are suspended/revoked, the system will request the driver history. Once the histories are received ALARS will automatically apply the suspended/ revoked matches. The customer must clear the suspensions/revocations that have been reported.
THE MATCH THAT HAS BEEN APPLIED IS THE INCORRECT PERSON	If a match that has been applied is the incorrect person, you need to contact Driver Control and they will research and resolve the problem. **Note:** Driver Control has the capability to override a revoked or suspended status.

January 12, 1996

Problem Driver Pointer System Update

Changes to Other Screens

The LI Screen, LC/ULC Screen and the LTH Screen have been modified to accommodate the conversion to NDR/PDPS.

LC/ULC Screen

Whenever a change of name, D.O.B., sex, height, license number or SSN has been processed for a problem driver on the LC/ULC Screen, an online message will be sent to NDR/PDPS to update the information in the pointer record. The LC/ULC Screen will only allow you to send one change a day. If you need to make additional changes you must call the Helpline.

LI Screen

A new field, PDPS, has been added to the LI Screen to identify a problem driver. Once a customer is reported to NDR/PDPS as a problem driver, the system will automatically display a Y in the PDPS field. By displaying a Y in the PDPS field, the system acknowledges that this customer has already been reported to NDR/PDPS as a problem driver.

New Bref Codes with NDR/PDPS

With the implementation of NDR/PDPS, there have been new bref codes added. Listed on the next page are the new bref codes that will display on the LTH Screen and a definition of the bref code.

New NDR/PDPS Bref Codes

Bref Code	Definition
A change of name, date of birth, social security, license number, sex or height	
PDP300—CHANGE SUBMITTED	This bref is created whenever a name, D.O.B., social security number, license number, sex or height are changed on the LC/ULC Screen and sent to NDR/PDPS.
PDP310—CHANGE CONFIRMED	This bref confirms the change has been processed by NDR/PDPS.
A pointer is added	
PDP100—ADD SUBMITTED	This bref indicates that problem driver information has been sent to NDR/PDPS.
PDP110—ADD CONFIRMED	This bref confirms the Problem Driver Information has been processed and a pointer has been added by NDR/PDPS.
PDP400—CLEAN FILE ADD	This bref confirms that a pointer record was added through the clean file process.
An employee/employer request	
PDP500—INQUIRY SENT	This bref indicates that an employee/employer request has been sent to NDR/PDPS.
PDP510—CONFIRMATION RECEIVED	This bref confirms that NDR/PDPS has received the Request.
PDP520—RESPONSE RECEIVED	This bref indicates that ALARS has received a response from NDR/PDPS.
A pointer id deleted	
PDP200—DELETE SUBMITTED	This bref indicated that a request to delete a pointer record has been sent to NDR/PDPS.
PDP210—DELETE CONFIRMED	This bref confirms that a pointer record has been deleted from NDR/PDPS.

Problem Driver Pointer System Update

Policy Issues

Most of the policy issues related to licensing and NDR have not changed. The same documentation is required to clear a match that is in revoked/suspended status and the same forms of identification are required if the match from NDR is questionable. Discussed below are two policies which describe what to do when NDR/PDPS is down and how to clear a match with a suspended/revoked status.

An Inquiry response is not received

- You will not be able to process the license transaction if:

   - NDR/PDPS goes down
   - An inquiry response is not received
   - The Helpline cannot contact the state in question

A match displays Suspended/Revoked

- The customer must provide the appropriate paperwork needed to clear the Revocation/Suspension reported by NDR/PDPS. Remember, you will not be able to clear anything prior to the history being received.

   The clearance letter must be dated after the PDPS search was requested and contained in the conviction date that displays on the LX screen. To determine when an inquiry was sent, look for the most recent NDR inquiry bref on the LTH Screen.

   Once you have determined that the clearance documentation matches the conviction information that displays on the LX Screen, you will have to clear the denial or revocation on the SD Screen as you normally do.

   Note: If the customer provides you with a clearance letter but the driving history is not returned you cannot accept it because the information that displays on the driver history may be different than what displays on the letter.

Problem Driver Pointer System Update

New PDPS Features

Delayed Search Hit Processing

The NDR saves all the inquiries it has received from each state/jurisdiction in the last 104 days. Every two weeks, NDR runs a batch job that compares all new pointers it has received to the inquiries received within the last 104 days. If any of the new pointers produce a probable match with any of our existing inquiries, the match is sent to us as a delayed search hit. It is considered delayed since it is sent after our initial inquiry.

When we receive the delayed search hit, ALARS will perform the exact match processing. If the match is:

- Not considered an exact match, then the response will be ignored.

- Considered an exact match, a request for driver history will be sent to the driver's state of record. The driver history request will be sent for each exact match because the delayed search hit does not contain the driver status.

Once the history is received, the system will review the driver status. The action that must be taken on this record will depend on the status received. For example, if the status is valid or expired and WP=N, the match will be ignored and will not impact future license transactions. If the status is suspended or revoked, the system will automatically apply the match and stop any future license transactions.

Employee/Employer Inquiry and Individual NDR Inquiry Check

The NDR/PDPS system requires that each state provide the National Driver Register File Check requests for transportation safety on behalf of the employers, prospective employers (including the federal agencies), Federal Aviation Administration, Federal Railroad Administration, employers or pro-spective employers of railroad locomotive operators, the U.S. Coast Guard and individuals.

To comply with this regulation Massachusetts has implemented Employer/Employee requests and the Individual National Driver Register (NDR) File check. The Employee/Employer request gives an employee/employer or prospective employer the opportunity to apply for an Employee/Employer NDR Inquiry Check. In addition, the Individual National Driver Register Request File Check gives an individual the change to apply for an NDR Inquiry File Check.

New Forms

The Employer/Employee form and the NDR Individual File Check form were designed to accommodate this regulation. These forms will be available at the Nashua street office in all branches for customers and their employers. A copy of each form has been enclosed with this update. However, the branch offices will not be accepting nor processing these completed applications. The Employee/ Employer form will only be accepted and processed by the Court Records Department located at Nashua Street. The Individual National Driver Request Check form will be sent to the NDR and will not be accepted by the Court Records Department.

January 12, 1996

Problem Driver Pointer System Update

Employer/Employee Request Procedures

If a customer would like to apply for an Employee/Employer request, you must:

1. Instruct the customer to read the instructions listed on the back of the form.
2. Tell the customer to fill out the Employee/Employer information located on the front of the form but not to sign it because it must be notarized.
3. Instruct the customer to take the form to a Notary Public, sign their name and have the "Notarization" box stamped and completed by the Notary Public.
4. Tell the customer that once the form is completed and notarized, they must:

Mail the COMPLETED, NOTARIZED form along with a $10.00 fee (check or money order) to:

> Registry of Motor Vehicles
> 1135 Tremont Street
> Boston, MA 0212
>
> ATTN: Court Records Dept., Nashua Street Office

Once this request is received by the Court Records Department:

- The Employer/Employee request will be sent to NDR/PDPS.
- Court records will receive a confirmation from NDR/PDPS that the request was received and it will take approximately 96 hours before NDR receives all of the inquiry responses.
- Once all of the inquiry responses are received, we will receive the results of the Employee/ Employer request which could include the problem driver pointer information.
- The RMV sends a letter to the employer with the results of the inquiry.

In addition to providing the employer with this information, the RMV will:

- Send a separate NDR inquiry for these same customer records.
- If an exact match exists with a suspended or revoked status, the match will be applied. This will create a suspension action and generate a suspension letter for this customer.

Individual National Driver Request Check

To assist a customer who is applying for an Individual National Driver Register (NDR) File Check you should:

1. Instruct the customer to read the instructions listed on the back of the form.

2. Tell the customer to fill out the information located on the front of the Individual National Driver Register (NDR) File Check form but not to sign it because it must be notarized.

3. Instruct the customer to take the form to a Notary Public, sign their name and have the "Notarization" box stamped and completed by the Notary Public.

January 12, 1996

4. Tell the customer that once the form has been COMPLETED and NOTARIZED to mail it to:

> National Driver Register
> Nassif Building
> 400 7th Street
> Washington, DC 20590

Once the National Driver Register has received the request, the customer will receive a letter from the National Driver Register stating the results of the inquiry.

Conclusion

The implementation of the Problem Pointer Driver System and the enhancements made to ALARS will improve the NDR process for both you and your customers. The changes that have been incorporated will make processing license transactions and NDR issues easier since the number of times you will have to go to the LX screen to review a match(es) has been reduced. The exact match logic incorporated into ALARS will now handle applying matches identified as exact.

In addition, the Problem Pointer Driver System will contain each PDPS state's most current problem driver information and should eliminate most of the old data you used to see. Driver history will now be received from the driver's state of record and will be requested electronically.

The changes to the way NDR processes inquiries and the way ALARS handles this information is a result of a national effort to improve the way problem drivers are reported and maintained. These improvements will enable each state to more easily prevent problem drivers from being licensed.

Registry of Motor Vehicles
Letterhead

Mm/dd/yy

Attn Name
Employer or Agency Name
Employer Address1
Employer Address2
City, St Zip

- - -FOLD

License Number
Name
DOB

We recently notified you with the results of a National Driver Register (NDR) inquiry requested on mm/dd/yy by the above named individual. This search was done in accordance with 49 CFR Part 240 (Qualifications for Locomotive Engineers, Final Rule) and the Federal Privacy Act of 1974.

When an NDR search is requested the individual remains on the search file for an extended period and is checked against subsequent updates to the file.

The National Driver Registry has provided us with updated information based on the initial inquiry. A probable match (see below) which may pertain to this individual has been reported.

ST	PHONE#	REPORTED NAME	DOB
xx.	xxx.xxx.xxxx	nnnnnnnnnnnnnnnnnnnnnnnnnnnnnn	mm/dd/yyyy
	LICENSE #	xxxxxxxxxxxxxxxxxxxxxxxxx	

It must be pointed out that the NDR identifies probable matches that require further inquiry for verification. Accordingly, we recommend that your company contact the state of record not only to obtain any substantive data regarding the individual's driving history, but also to verify that the person names on the above record is the same as the subject of the inquiry.

Anne L. Collins,
Registrar

Registry of Motor Vehicles
Letterhead

Mm/dd/yy

Attn Name
Employer or Agency Name
Employer Address1
Employer Address2
City, St Zip

- - -FOLD

License Number
Name
DOB

     We recently notified you with the results of a National Driver Register (NDR) inquiry requested on mm/dd/yy by the above named individual. This search was done in accordance with 49 CFR Part 240 (Qualifications for Locomotive Engineers, Final Rule) and the Federal Privacy Act of 1974.

     When an NDR search is requested the individual remains on the search file for an extended period and is checked against subsequent updates to the file.

     The National Driver Registry has provided us with updated information based on the initial inquiry. A probable match (see below) which may pertain to this individual has been reported.

ST	PHONE#	REPORTED NAME	DOB
xx.	xxx.xxx.xxxx	nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn	mm/dd/yyyy
	LICENSE #	xxxxxxxxxxxxxxxxxxxxxxxxx	

     It must be pointed out that the NDR identifies probable matches that require further inquiry for verification. Accordingly, we recommend that your company contact the state of record not only to obtain any substantive data regarding the individual's driving history, but also to verify that the person names on the above record is the same as the subject of the inquiry.

Anne L. Collins
Registrar

Mm/dd/yy

Attn Name
Employer or Agency Name
Employer Address1
Employer Address2
City, St Zip

- - -FOLD

License Number
Name
DOB

      This is in response to request for a National Driver Register (NDR) file check from the above named individual.

      We have searched the NDR master file and found no records pertaining to this individual.

      As a point of information, the NDR contains a listing of names, provided by the state driver licensing officials, of drivers whose licenses to operate a motor vehicle have been denied, revoked, cancelled or suspended, or who have been convicted of certain serious traffic violations (e.g. driver under the influence of alcohol). Unless this individual has had such action taken against him/her, there would be no record in the NDR. If you with to obtain a copy of this individual's complete driving record, you should contact the driver licensing division of the state where he/she currently holds a license or has held a license in the past.

      We hope this information is helpful.

                                      Anne L. Collins
                                      Registrar

Registry of Motor Vehicles
Letterhead

Mm/dd/yy

Attn Name
Employer or Agency Name
Employer Address1
Employer Address2
City, St Zip

- - -FOLD

License Number
Name
DOB

      This is in response to the request for a National Driver Register (NDR) file check from the above named individual.

      In accordance with 49 CFR Part 240 (Qualifications for Locomotive Engineers, Final Rule) and the Federal Privacy Act of 1974, we have searched the NDR master File and found no records pertaining to the subject of the inquiry.

      As a point of information, the NDR contains a listing of names, provided by the state driver licensing officials, of drivers whose licenses to operate a motor vehicle have been denied, revoked, cancelled or suspended, or who have been convicted of certain serious traffic violations (e.g. driver under the influence of alcohol). Unless an individual has had such action taken against him/her, there would be no record in the NDR. If you wish to obtain a copy of this individual's complete driving record, you should contact the driver licensing division of the state where he/she currently holds a license or has held a license in the past.

      We hope this information is helpful.

Anne L. Collins
Registrar

Registry of Motor Vehicles
Letterhead

Mm/dd/yy

Attn Name
Employer or Agency Name
Employer Address1
Employer Address2
City, St Zip

- - -FOLD

License Number
Name
DOB

This is in response to request for a National Driver Register (NDR) file check from the above named individual.

We have searched the NDR master file and found a probable match (see below) which may pertain to this individual. Please note that this file search was limited to records entered on the NDR in the last three years.

ST	PHONE#	REPORTED NAME	DOB
xx.	xxx.xxx.xxxx	nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn	mm/dd/yyyy
	LICENSE #	xxxxxxxxxxxxxxxxxxxxxxxxxxx	

It must be pointed out that the NDR identifies probable matches that require further inquiry for verification. Accordingly, we recommend that your company contact the state of record not only to obtain any substantive data regarding the individual's driving history, but also to verify that the person named on the above record is the same as the subject of the inquiry.

Anne L. Collins
Registrar

Registry of Motor Vehicles
Letterhead

Mm/dd/yy

Attn Name
Employer or Agency Name
Employer Address1
Employer Address2
City, St Zip

- - -FOLD

License Number
Name
DOB

This is in response to request for a National Driver Register (NDR) file check from the above named individual.

In accordance with 49 CFR Part 240 (Qualifications for Locomotive Engineers, Final Rule) and the Federal Privacy Act of 1974, we have searched the NDR master file and found a probable match (see below) which may pertain to this individual. Please not that this file search was limited to records entered on the NDR in the last three years or to revocation/suspensions that were still in effect on the date of the report.

ST	PHONE#	REPORTED NAME	DOB
xx.	xxx.xxx.xxxx	nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn	mm/dd/yyyy
	LICENSE #	xxxxxxxxxxxxxxxxxxxxxxxxx	

It must be pointed out that the NDR identifies probable matches that require further inquiry for verification. Accordingly, we recommend that your company contact the state of record not only to obtain any substantive data regarding the individual's driving history, but also to verify that the person named on the above record is the same as the subject of the inquiry.

Anne L. Collins
Registrar