

→ **PILOT RECORDS IMPROVEMENT ACT** →
National Driver Registry Checks
General Instructions For Users

For an applicant's driver's license verification request related to the Pilot Records Improvement Act, the air carrier will query the National Driver Registry (NDR).

The website is: <http://www.nhtsa.dot.gov/people/perform/driver/>. Use this procedure:

- a. Use FAA Form 8060-13 available from the official PRIA website:
<http://www.faa.gov/avr/afs/pria/>
- b. Refer to the instruction page attached to all 8060-13 forms, in addition to these instructions, before beginning the NDR request process.
- c. Contact the state in which the hiring air carrier is located to confirm, request, and receive the proper NDR request form, if Form 8060-13 is not being used by that state. Many states use a similar form identified as: 'NDR-EMP.' If that state, however, has no preference, use FAA Form 8060-13.
- d. Send the completed request form(s) to the State Motor Vehicle Agency in which the hiring air carrier is located, for processing.
- e. If that state is unable to complete the request(s), forward the NDR request form to either the state of Texas or the state of Florida. Both will complete NDR requests from anywhere in the United States.

The customer service number for the state of Texas is 512-424-2600 or 512-424-2010, website: (www.txdps.state.tx.us/) The customer service number for the state of Florida is 850-488-2741, website: (www.hsmv.state.fl.us/)

- f. If either states of Texas or Florida are unable to complete the request, contact the National Driver Registry in Washington DC at 202-366-4800 and request that they complete your NDR request. They will consider the request on a case-by-case basis.

From the National Driver Registry request you should receive:

- a. Status of the pilot's current state driver's license.
- b. Record of any suspension or revocation from the previous 5-year period.
- c. Driving under the influence of alcohol, if applicable.

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Frequently asked questions concerning the NDR:

- a. Can a state charge for completing your request? YES – since the system of records will vary from state to state, the charge will probably also vary.
- b. Is there a difference between the information received from a state check and one completed by the NDR in Washington DC? NO – (see the procedure below.)
- c. Are all NDR checks, regardless of who completes the request and where the request was submitted, sufficient for satisfying the purpose of PRIA? YES
- d. Does an NDR request completed by a state contain information that was accessed from a national database? NO – there is no longer a national NDR database being maintained in Washington DC. NDR only maintains a ‘pointer-record’ which could indicate a specific state.

The NDR completion process occurs as follows:

1. State making the original request sends the form electronically to NDR.
2. NDR checks for a ‘hit’ or a ‘no-hit’ record for the subject of the request.
3. ‘No-hit’ – the state is notified that there is no indication of a violation.
4. ‘Hit’ – the state is notified of a violation and in which state it occurred.
5. State originating the request then goes directly to the state in which the violation occurred for completion of the NDR request. The state in which the applicant maintains residency has no bearing on the NDR check.