



# Louisiana Department of Public Safety

## Office of Motor Vehicles

### 2-10.00 Driving Records

Revised: 09/19/2025

---

## Purpose

This policy describes requirements and procedures for [official driving records \(ODR\)](#), [certified driving records](#), and [the National Driver Register \(NDR\)-Problem Driver Pointer System \(PDPS\)](#).

---

## Definitions

- **[Official Driving Record Report \(ODR\)](#)** - A summary of a person's driving record including suspensions, disqualifications, convictions, accident suspensions, revocations, name, address, date of birth, sex, license number, class of license, license expiration date, restrictions or endorsements, and the disclosure code.
  - **[Certified Driving History](#)** - A certificate of evidence showing a comprehensive view of the driving history. This certification is requested on a driver by city prosecutors and district attorneys to determine if there is sufficient evidence to file a bill of information and to proceed with prosecution of an individual on a criminal charge.
  - **[The Problem Driver Pointer System \(PDPS\)](#)** - Established as an effort to identify potential problem drivers and to deny a driver's license to an individual whose driving privileges have been withdrawn (revoked, suspended, or canceled). The state withdrawing the driving privileges is required to send the pointer to NDR.
  - **[The National Driver Register \(NDR\)](#)** - A repository of data which houses this information to support the PDPS program. NDR lists the individual's name, date of birth, the driver's license/tracking/pseudo number, address, social security number (if available) and in some cases gives a physical description of the individual. NDR also identifies the jurisdiction "pointer state" reporting the problem driver.
- 

## Official Driving Record (ODR)

### Authority:

[R.S. 14:98 \(F\) \(2\)](#)

[R.S. 32:393.1 \(B\)](#)

[R.S. 32:414 \(A\) \(1\) \(a\)](#)

[R.S. 32:414 \(K\), 430\(N\), and 667\(H\)](#)

[R.S. 32:414.2 \(B\) \(2\)](#)

[R.S. 32:853 \(A\) \(1\) \(a\)](#)

[R.S. 32:853 \(A\) \(1\) \(c\) \(iii\)](#)

[R.S. 32:1472](#)

[R.S. 44:31 & 32](#)

OLA File No. 1999-1126

Title 18, U.S. Code, #2721 et seq.

Federal Driver's Privacy Protection Act

**General:**

- **Retention Period** - Traffic violations that require suspensive action are displayed for a five-year period from the date of conviction or until all requirements have been met with the exception of:
  - DWI, Vehicular Negligent Injury, Vehicular Homicide and Out of Service Order (CDL) violations are displayed for a ten-year period from the date of conviction or until all requirements have been met. Underage Driving Under the Influence (UDUI) convictions are displayed for a two-year period from the date of conviction or until all requirements have been met unless the licensee receives another UDUI conviction within two years of the original conviction. If that occurs, the original conviction is then displayed on the official driving record (ODR) for a four-year period and the subsequent UDUI is displayed on the official driving record (ODR) for a period of two years. However, if the subsequent conviction is a DWI and not a UDUI, then it is displayed on the official driving record (ODR) for a period of 10 years.
  - CMV Disqualification violations (CDL) are displayed for a ten-year period from the date of conviction or until all requirements have been met. The provisions of the Code of Criminal Procedure do not apply to CMV violations and convictions or those violations and convictions committed by a CDL class holder while operating a private vehicle that require disqualifications. Disqualification is imposed even if a conviction is set aside or dismissed under Article 892.1, 893, 894, or pre-trial diversion/pre-trial intervention.
  - Affidavit (AFF) flag indicating unpaid traffic offenses is displayed three years from the conviction date or until all requirements have been met.
  - No Insurance (NI) flag indicating a cancellation of insurance violation or notice of violation offense is displayed three years from the date of cancellation or until all requirements have been met.
  - Administrative per se (refusal/submits) are displayed for a ten-year period from the date of arrest or until all requirements have been met. However, they are not displayed if pending.
  - Accidents are displayed three years from the date of the accident.
  - Traffic violations that require no suspension action are displayed for a three- year period from the date of conviction.
  - **Purpose** -The purpose of the ODR is to enable any authorized requesting party to obtain information on an individual's driving history.
  - **Purchase Methods** - ODRs may be purchased in any of the following methods.
    - By sending the request and fee by mail to:  
Office of Motor Vehicles  
Compulsory Insurance Unit  
P.O. Box 64886  
Baton Rouge, La. 70896
    - By making the request on the internet at [www.expresslane.org](http://www.expresslane.org)

- By entering into a departmental contract to receive overnight computer batch or on-line inquiries. Interested parties may contact the Motor Vehicle Commissioner's Office at (225) 925-6335.

#### **Requirements:**

- Any request for an ODR must include the following:
  - The full name of the person
  - The date of birth
  - The driver's license number
  - The required fee for the purchase of the record
- Be for the requestor's own record; otherwise, written authorization or some other form of waiver from the individual (licensee) whose record is being purchased or reviewed must be submitted unless the requestor is an exempt party such as law enforcement.
- Comply with provisions of Federal Driver Privacy Protect Act.
- Fair Credit Reporting Act/Federal Trade Commission (FTC) Requests generally occur when a violation or conviction entry on an individual's Official Driving Record results in either an insurance rate increase or a denial of insurance coverage. No fee is required for this type of ODR if the individual provides the information required below. The individual must submit a written request within sixty (60) days of the adverse action, which includes:
  - A copy of the letter from the insurance company denying insurance coverage or showing the rate increase
  - Proof that the denial or rate increase is due to an entry on the Official Driving Record
  - A photocopy of the photo driver's license or identification card as proof of identity.
- **Note: Driving record information cannot be given out over the telephone.**

#### **Fees:**

- \$16 if purchased by mail
- \$16 + \$2 surcharge for usage of credit card if purchased on our internet website at [www.expresslane.org](http://www.expresslane.org)
- **Free ODR**
  - Federal Highway Commission investigations (cases involving commercial driver's licensing. The investigations are considered a joint action between the federal agency and this department.
  - State, parish, municipal, and court officials of this state and reciprocity agreement with other state jurisdictions in accordance with the provisions of R. S. 32:393.1(B).
  - Any individual if entries on the Official Driving Record caused insurance rate increase or denial of insurance in accordance with the Fair Credit Reporting Act/Federal Trade Commission (FTC). See requirements listed above.
- **Not Entitle to Free ODR**
  - Non-profit organizations

- Federal agencies (Exception Federal Highway Commission investigations)

**Discrepancies:**

- To discuss discrepancies on accidents, traffic violations, revocations, or suspension/disqualification records, call (225) 925-6146 or submit correspondence to:

Office of Motor Vehicles  
Compulsory Insurance Unit  
P.O. Box 64886  
Baton Rouge, LA 70896-4886

---

## Certified Driving Record

**Authority:**

[R.S.15:521](#)

[R.S.15:522](#)

To view Louisiana Statutes: <http://www.legis.state.la.us>

**Requirements:**

- The request must be received no less than thirty days prior to the court date.
- The request must contain the driver's name, license number, date of birth, race and sex.
- The request must also contain any additional information that is needed.
- If the driver has an out of state license number, a request for the certified driving history must be made to the licensee's home state.

---

## National Driving Register (NDR) – Problem Driver Pointer System (PDPS)

**Authority:**

NDR Act 1982 - Public Law 97-364

Title 5, United States Code, Section 552A

Federal Driver's Privacy Protection Act

49 CFR Part 240 (Qualifications for Locomotive engineers, Final Rule)

49 USC Part 30305

Pilot Records Improvement Act of 1996, Section 502

Public Law 108-375. Section 1061

Title 14 of the Code of Federal Regulations (14 CFR) Parts 121, 125, and 135

Title 23 of the Code of Federal Regulations (23 CFR) Parts 1325 and 1327

**General:**

- Nationwide, all state jurisdictions have access to the National Driver Register (NDR). NDR does not specify in which state an individual is "licensed" but builds a "pointer-record" in the database to identify which states are reporting license withdrawals and convictions for serious offenses committed by the driver that normally would result in a license withdrawal but which have not yet had that result. By requesting history from the reporting state, some information concerning the suspension can be obtained.

- **Authorized Users**

- Direct NDR services are available only to chief drivers' licensing officials as described in the NDR law and to individuals who may request a check of the records under the terms of the Privacy Act of 1974 to determine what, if anything, has been recorded about them in the NDR's files and to whom the information has been disclosed.
- Due to this restriction under PDPS, states are required to submit inquiries for other authorized NDR users. The non-state groups that are authorized to receive NDR information through the states are:

- Employers or prospective employers of motor vehicle operators
- The National Transportation Safety Board (NTSC) and the Office of Motor Carriers (O.C.) (Federal Highway Administration) in connection with accident investigations
- The Federal Railroad Administration and employers or prospective employers of locomotive operators
- The Federal Aviation Administration (FAA) regarding any individual who holds or has applied for an airman's certificate; air carriers regarding individuals who are seeking employment with the carrier
- The U. S. Coast Guard (USCG) regarding any individual who holds or has applied for a commercial water craft operator's license, a certificate of registry, or a merchant mariner's document
- Individuals in order to determine whether the NDR is disclosing any data regarding him or her, the accuracy of such data, or to obtain a copy of such data
- Federal departments or agencies that investigate an individual for the purpose of determining the individual's eligibility to access national security information.

- **PDPS Requests**

- **Driver Licensing Officials - NDR WITHDRAWAL (PDPS DELAYED SEARCH -- 104 DAYS)**
  - A Louisiana operator's license is not issued to an applicant with suspended and/or disqualified driving privileges in another state. When an applicant applies for and is issued a Louisiana operator's license, 104 days after issuance, a PDPS delayed search is initiated to determine if the applicant is suspended and/or disqualified in another states. If the response indicates they are, the applicant's driving privileges are suspended and/or disqualified indefinitely.
  - To retain their Louisiana operator's license, the applicant must provide a letter of clearance from the state that indicated their driving privileges were suspended and/or disqualified.
- **Individual**
  - Form *NDR-PRV* ([DPSMV2019](#)) is used for any person that wants to know whether there is an NDR record on him/her and may obtain a copy of the record if one exists.
  - Complete the NDR-PRV form. If the NDR-PRV form is incomplete or illegible, the request will not be processed.
  - Individual's signature or mark if he/she cannot read or write (mark must be witnessed) **must be notarized**, if not request will not be processed.
  - Completed NDR-PRV forms must be mailed to:

**National Driver Register  
Nassif Building  
400 - 7th. Street, S. W.  
Washington, DC 20590**

- NDR responses inquiries will be returned directly to the individual, if return address is readable. Response time is approximately ten working days from the date the request is received.

○ **Employer/Employee**

- Form *NDR-EMP* ([DPSMV2020](#)) is used for all inquiries in connection with employment as an operator of a motor vehicle or locomotive or a federal position requiring access to national security information.
- The current /prospective employer or employee may complete the NDR-EMP form. If no employer is named on the NDR-EMP form or if it is changed, the request will not be processed.
- The operator must authorize the request with his/her signature or his/her mark. The mark must be witnessed if the operator cannot read or write and the application is given verbally. This authorization is valid for a one-time search only.
- The operator must verify his or her identity. Requests made **in person** requires verification of identity acceptable to the state through one or more documents issued by a recognized organization (e.g., valid driver's license, state-issued ID, birth certificate, a valid passport, valid military ID, military discharge papers) which contains a means of verification such as a photograph or a signature. Any mailed request **must be notarized** to certify identity.
- NDR-EMP request must be processed through the state where the driver is licensed.
- Completed NDR-EMP forms must be mailed to:

**OMV - DRIVING RECORD REQUEST  
P. O. BOX 64886  
BATON ROUGE, LA. 70896**

- NDR responses for employment and regulatory type inquiries will be returned directly to the State of Louisiana. The Department **will not** give the NDR reply to the operator. It will be mailed (by Reinstatement) only to the current or prospective employer. Response time is approximately ten working days from the date the request is received.
- Every operator on whom an NDR file check is requested is entitled to review the NDR report(s) provided to the employer.

○ **Air Carrier/Pilot**

- Form *NDR-PRIA* ([FAA 8060-13](#)) is used for all inquiries in connection with employment as a pilot.
- The current /prospective employer (air carrier) or employee (pilot) may complete the NDR-PRIA form. If no employer is named on the NDR-PRIA form or if it is changed, the request will not be processed.

- The pilot must authorize the request with his/her signature or his/her mark. The mark must be witnessed if the driver cannot read or write and the application is given verbally. This authorization is valid for a one-time search only.
- The pilot must verify his or her identity. Requests made **in person** require verification of identity acceptable to the state through one or more documents issued by a recognized organization (e.g., valid drivers' license, state-issued ID, birth certificate, a valid passport, valid military ID, military discharge papers) which contains a means of verification such as a photograph or a signature. The state's employee must print his/her name and sign the form certifying that all requirements have been met. Any mailed request **must be notarized** to certify identity.
- NDR-PRIA request must be processed through the state where the air carrier is located.
- Completed NDR-PRIA forms must be mailed:

**OMV - DRIVING RECORD REQUEST**  
**P. O. BOX 64886**  
**BATON ROUGE, LA. 70896**

- Responses for employment and regulatory type inquiries will be returned directly to the State of Louisiana. The Department **will not** give the NDR reply to the pilot. It will be mailed (by Reinstatement) only to the current or prospective employer (air carrier). Response time is approximately ten working days from the date the request is received.
- Every pilot whom an NDR file check is requested is entitled to review the NDR report(s) provided to the employer (air carriers).

- **What NDR Records Contain**

- **NDR-Employer/Employee**

- NDR results for employers will contain the identification of the state(s) which have reported information on the driver to NDR and information reported within the past three years from the date of the inquiry. Driver control actions initiated prior to that time, even if still in effect, will not be included.
    - NDR results for railroad companies will contain information reported within the past 36 months from the date of the inquiry including license withdrawal actions open at time of the file check

- **NDR-Private (Individual)**

- Details of the probable match results for the individual Privacy Act inquirer will contain all information (including older records which may have contained a reason for license cancellation, denial, revocation, or suspension) listed in the NDR records, if any, on the individual. The reply will also indicate any disclosures (reports to others) previously made by NDR and will specify who, if anyone, has received reports on the inquirer.

- **NDR-Air Carrier Employee**

- NDR results for air carrier companies will be limited to information about revocations or suspensions still in effect on the date of the request or information entered in the past five years from the date of the request.

- 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's licensing official will be provided for each state listed.

**Fees:**

- No fees will be collected for an NDR record check; however, if an individual requests an Official Driving Record from the State of Louisiana he or she will be charged \$15.00 for a certified driving record.