



# Renewal with Expired U.S. Driver's License

Per USFJINST 31-205, a **valid** stateside driver license is required to renew your USFJ Form 4EJ (SOFA License) Operator's Permit. In case you are not able to renew your stateside license online or by mail and have to be there in person, the following process can satisfy renewal requirements.

National Highway Transportation Safety Administration (NHTSA) National Driver Register (NDR) File Check



National Driver Register (NDR)



Our mission is to improve traffic and transportation safety by providing a nationwide database of problem drivers that assists State driver licensing agencies in identifying these individuals and assists employers in making hiring and certification decisions.

1. Fill out the individual's Request for an NDR File Check (Form NDR-PRY) report and have it notarized at the Legal Office, building 949 third floor.  
\* Do not sign driver's signature block until you see a legal official.
2. Mail the form to the NHTSA.  
\* Registered mail is recommended for tracking purposes.
3. Visit the NAF Atsugi traffic safety & licensing office for renewal process with 1) expired stateside license and 4EJ SOFA license, 2) sponsor's current orders/letter of employment, 3) NDR report, 4) NAF Atsugi local installation driving record provided by Security at building 22, and 5) fill out a local request form requesting license renewal. Form available in the licensing office.



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## Notes:

- NDR report usually takes 30-45 days after request is received by the NHTSA for the individual to receive a response. NDR report validates the individual's stateside license is not currently under any suspensions or revocations.
- If you are an active duty member and your state extends expired licenses, provide required DMV documentation stating such.
- Expiration exempt cards can be issued from your state DMV; provide the card with the expired license.



**Contact the NAF Atsugi Traffic Safety & Licensing Office for details at 264-3794/3983/3112.**



# NDR File Search form

## 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 cancelled, 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 cancelled, 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 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.)

Full Legal Name (First, Middle, and Last)				
Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)				
Mailing Address: Number and Street with Apartment or Rural Route/Carrier & Box #			Home Telephone (Optional) Area Code Number ( )	
City, State and Zip Code			Work Telephone (Optional) Area Code Number ( )	
Driver License Number and State			Soc. Security Number (Optional)	
Month, Day, and Year of Birth	Sex	Color of Eyes	Height	Weight
Driver's Signature			Date	

### NOTARIZATION

Notary Public  
Stamp or Seal  
(Mandatory)

Sworn to and ascribed before me

this \_\_\_\_\_ day of \_\_\_\_\_

19\_\_\_\_ in the city/county of \_\_\_\_\_

State of \_\_\_\_\_

Form NDR-PRV

## How to Request an NDR Record Check

Any person may ask to know whether there is an NDR record on him or her and may obtain a copy of the record if one exists. That is the purpose for this form NDR-PRV. Complete the front side, have your signature (or your mark as witnessed) notarized, and mail the completed form to the National Driver Register at the address below.

The NDR response will be mailed to the mailing address shown, but incomplete or illegible inquiries will not be processed. All inquiries will be acknowledged if a return address is readable. Forms which are not notarized will also not be processed.

## What to Expect from the NDR Record Check

The NDR will respond to every valid inquiry including requests which produce no record(s) on the NDR file. When records are located, details of the probable match results will be returned to the individual Privacy Act inquirer and will contain all information listed in the NDR records, if any, on the individual. The reply will also indicate any disclosures (reports to others) previously made by the NDR and will specify who, if anyone, has received reports on the inquirer.

## Location of NDR Records

Records can be made available, 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 :

National Driver Register  
400 7<sup>th</sup> Street, SW., Room 6124  
Washington, DC 20590-0001