



U.S. Department of Transportation

**Federal Motor Carrier Safety
Administration**

PSP DRIVER CONSENT AUDITS

ENSURE YOU ARE IN COMPLIANCE

The Federal Motor Carrier Safety Administration (FMCSA) Pre-Employment Screening Program (PSP) helps motor carriers review drivers' crash and safety records during the hiring process. Public Law 109-59, Section 4117 of the act known as SAFETEA-LU specifies that a company may not access a PSP record without first obtaining the written consent of the driver. Compliance is easy as 1, 2, 3.

1. IMPLEMENT THE FMCSA-REQUIRED DRIVER WRITTEN CONSENT FORM.

- FMCSA authored language for the driver written consent form that all PSP account holders must use.
- The form can be used on its own or combined with existing consent language.
- Both electronic and paper forms are acceptable.
- Account holders can download the required driver written consent form at:
<http://www.psp.fmcsa.dot.gov/Documents/MandatoryPSPDriverConsentForm.pdf>.

2. RETAIN THE SIGNED DRIVER WRITTEN CONSENT FORM FOR AT LEAST THREE YEARS.

- According to the PSP account holder agreement, each account holder must keep a driver's consent form for a minimum of three years.
- Consent forms must be kept whether the driver was hired or not.

3. RESPOND TO ALL AUDIT REQUESTS.

- Each month, a random sampling of account holders will be selected for audit. Up to 3 specific driver written consent forms will be requested.
- Account holders will be notified via email. Follow up phone calls will be placed to account holders who do not respond to the audit in a timely manner.
- Submit the driver consent forms by email (PSPhelp@egov.com) or by fax (1-703-841-6370).

AUDIT INFORMATION

- Account holders who are unable to submit all required forms will be subject to penalties.
- General questions regarding PSP audits are found on the FAQ web site at <https://www.psp.fmcsa.dot.gov/psp/FAQ.aspx>.
- The PSP call center can be reached for specific questions at 1-877-642-9499, Monday - Friday, 8 AM - 6 PM ET.

ACCESS PSP RECORDS TODAY

<https://psp.fmcsa.dot.gov>