



U.S. Department of Transportation  
Federal Motor Carrier Safety Administration

## PRE-EMPLOYMENT SCREENING PROGRAM



# PSP DRIVER DISCLOSURE & AUTHORIZATION AUDITS ARE YOU IN COMPLIANCE?

The Federal Motor Carrier Safety Administration (FMCSA) Pre-Employment Screening Program (PSP) helps motor carriers review drivers' crash and inspection records during the hiring process. Public Law 109-59, Section 4117 of the act, known as SAFETEA-LU, specifies that a company may only access a PSP record after first obtaining the written authorization of the driver in accordance with the Fair Credit Reporting Act.

**Compliance is as easy as 1, 2, 3.**

## 1. IMPLEMENT THE FMCSA-REQUIRED DRIVER WRITTEN DISCLOSURE & AUTHORIZATION FORM

- Use the FMCSA-authored driver written disclosure & authorization form.
- The disclosure & authorization form may NOT be combined with any other documents; it must be a **stand-alone document**.
- Both electronic and paper forms are acceptable.
- Account holders can download the required driver disclosure & authorization form on the PSP website.

## 2. RETAIN THE SIGNED DRIVER WRITTEN DISCLOSURE & AUTHORIZATION FORM FOR AT LEAST THREE YEARS

- According to the PSP account holder agreement, each account holder must keep a driver's disclosure & authorization form for a minimum of three years.
- Disclosure & authorization 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 are selected for audit. Up to 3 specific driver written disclosure & authorization forms are requested.
- Account holders are 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 disclosure & authorization forms directly on the PSP website.

For general questions about audit visit [www.psp.fmcsa.dot.gov/psp/FAQ.aspx](http://www.psp.fmcsa.dot.gov/psp/FAQ.aspx) or call the PSP customer service team at 877-642-9499.

 **ENROLL IN PSP TODAY:**  
[www.psp.fmcsa.dot.gov](http://www.psp.fmcsa.dot.gov)



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