



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

# **PSP DRIVER DISCLOSURE & AUTHORIZATION 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 disclosure and 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.**

- FMCSA authored language for the driver written disclosure & authorization form that all PSP account holders must use.
- The disclosure & authorization form may NOT be combined with any other documents.
  - The disclosure and authorization form must be a stand-alone document.
- Both electronic and paper forms are acceptable.
- Account holders can download the required driver disclosure & authorization form at:  
<http://www.psp.fmcsa.dot.gov/psp/Documents/PSPDisclosureandAuthorizationForm.pdf>

### **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 by email ([PSPhelp@egov.com](mailto:PSPhelp@egov.com)), by fax (1-703-841-6370), or directly on the PSP website.

## **AUDIT INFORMATION**

- Account holders who are unable to submit all required forms are subject to penalties.
- General questions regarding PSP audits are found on the FAQ website at <https://www.psp.fmcsa.dot.gov/psp/FAQ.aspx>.
- PSP customer support can be reached for specific questions at 1-877-642-9499, Monday - Thursday, 8 AM - 6 PM and Friday, 8 AM - 5 PM ET.

**ACCESS PSP RECORDS TODAY**

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