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Chloe Eudaly Commissioner **Chris Warner** Interim Director

DRIVER CRIMINAL BACKGROUND AND DRIVING RECORD CHECKS

Companies are required to “certify” their new and renewing drivers to the City of Portland Regulatory Program prior to a driver being issued a new permit or being allowed to operate for a new company with an existing permit.

On the Company Certification of Driver form, companies must indicate to the City if they ordered and reviewed the required documents and they affirm the driver can be issued a permit, or if the City of Portland will be ordering and reviewing the required documents and making the permitting decisions on their behalf.

The revised Portland City Code (PCC 16.40) states the following reports must be reviewed:

A local and national criminal background check and driving history review of all drivers shall be conducted annually on behalf of the affiliated Company by a third party accredited by the National Association of Professional Background Screeners that shall include:

1. Multi-state/multi-jurisdiction criminal records locator or other similar commercial nationwide database with validation (primary source search);
2. All motor vehicle records associated with the applicant driver available pursuant to records laws of each state; and
3. The National Sex Offender Public Registry.

Company certification of driver:

Companies who choose to order and review their own criminal backgrounds, sex offender registry search and driving records will need to order reports from a background screener accredited with the National Association of Professional Background Screeners (www.napbs.com). The results of these reports must be compared to the list of disqualifying factors found in PCC 16.40. Companies that certify their own drivers may put the driver to work when the background is received and reviewed. The full background report and DMV history must be received by the City, within 24 hours of the Company Certification of Driver submission. The name of the NAPBS background screener and the date the reports were reviewed by the company must be on the certification form. Companies reviewing and approving the driver backgrounds



The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.

and DMV reports are subject to compliance audits and civil penalties if errors, omissions or discrepancies are found.

The City may take up to 30 days to review the submitted background information. Once reviewed, the company and driver will receive a letter stating the background information has been reviewed and any further steps the driver will need to take to become permitted, if they have not already done so.

City certification of driver:

The City can order, review and approve the criminal backgrounds, sex offender registry searches and driving records on the company's behalf. If you would like the City to provide this service, the company will need to indicate the preference on the Company Certification of Driver form when submitting for driver certification. The City will authorize a secure link sent to the driver's email address that the driver will use for authorization and submission of requested information. The certifying company will be billed a flat fee of \$75 per driver. Invoices are sent the month following the background check order. Background check fees must be paid even if the driver does not end up working for the company.

Once the driver background has been reviewed, the company and driver will receive a notice stating the next steps the driver must take to receive their permit or renewal.

New drivers and drivers changing industry will need to pass a test prior to being issued a permit.

Please visit <https://www.napbs.com/> for companies that are accredited.

1. *Choose Accreditation*
2. *Choose Accredited Firms*
3. *Click Search (do not put information in the Name box)*
4. *A list of all accredited background check firms will show.*