How to Access the National Disqualified List (NDL)


1. Select Create an Account in the gray Quick Links box on left side or on Register under the User ID & Password box on the right.

2. Next select REGISTER for a LEVEL 1 ACCOUNT.
3. Complete the information required to set up your account.

- Enter your FIRST NAME as it appears on your current government issued Picture ID.
- Enter your LAST NAME as it appears on your current government issued Picture ID.
- Enter a valid EMAIL ADDRESS. The system will send an activation link to this address. Enter it a second time to confirm.
- Create a USER ID.
- Create a PASSWORD and confirm it.

User ID complexity requirements:
- No less than 6 characters
- No more than 20 characters
- Only special characters \-_:@ allowed
- Special characters not required.
- No spaces allowed
- User ID cannot begin or end with a period
- User ID cannot end in @fs.fed.us or @fs

Your password must include at least 12, but no more than 24 alphanumeric and special characters with no spaces, including at least:
- 12-24 characters
- One number
- One uppercase letter
- One lowercase letter
- One special character !\$%^&+;?:-*
- Dictionary words may not be used in passwords
- The previous 24 passwords may not be re-used
A screen will appear for you to verify your information and make any correction if necessary.
4. You should receive this message letting you know that you have successfully created an account. You have one more step to complete your registration. You will receive an email with an activation link for your new account. This may take 24 hours.

The system will send you an email within 1 to 24 hours. This email will provide you with instructions to activate your account and allow you to search the database.

Print this page in case you need this information in the future.
5. Log on to system

Enter your User ID and Password. If you forgot either of these items you can use the “I forgot my…” link.
How to search the NDL

Home Screen

SELECT A SEARCH METHOD

SEARCH THE ENTIRE LIST OF CURRENT DISQUALIFICATIONS
- Disqualified Individual List
- Disqualified Institution List

SEARCH FOR A SPECIFIC INDIVIDUAL OR INSTITUTION
- Search Individual
- Search Institution

SEARCH FOR A GROUP OF INDIVIDUALS OR INSTITUTIONS
- Bulk Search Individual
- Bulk Search Institution

At the top of all search screens you will have the following links:

HOME: Returns you to the home page (main).
PRINT: Allows you to print.
LOGOUT: Exits the system.
HELP: A detailed guide for further information.
1. **DISQUALIFIED INDIVIDUALS/INSTITUTIONS LIST:** When you select disqualified individuals list or disqualified institutions list you will see a complete list of individuals or institutions that are currently disqualified. The screens for individuals and institutions will look and function the same.

(Example Using Disqualified Individual List)

![Screenshot of Disqualified Individuals List]

- **This displays the total number of records found and the number displayed.**
- **Results can be sorted by:**
  - Last Name
  - First name
  - Termination Date
  - Status
  - Pending Status

**NOTE:** You can export your results to Excel to save them for your records.
2. **SEARCH INDIVIDUAL/INSTITUTION**: This search is useful when you want to search for a specific individual or institution. The screens for individual and institution searches will look and function the same.

(Example using search individual)

This search does not require you to answer all questions in order to run the search. However, the more information you enter the more specific your results will be.

(Individual Search Screen Cont.)

After you enter your search criteria select “Submit”.

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Detailed information for the disqualification is displayed.
3. **BULK SEARCH INDIVIDUAL/INSTITUTION**: Use bulk search if you have a group of individuals or institutions that you need to search for. The screens for individual and institution searches will look and function the same.

(Example using Bulk Search Institution)

When you select Bulk search from the home screen you are taken to a screen that allows you to upload a file containing the group of individuals or institutions that you are searching for.

**NOTE**: The file for the bulk search must be a CSV (comma-separated-values) file with a .txt extension. The file itself needs to be formatted as follows:

**INDIVIDUAL**: First name, last name, date of birth (yyyymmdd). **EXAMPLE**: John,Crane,19661022

**INSTITUTION**: Organization name, street name, city, zip code, fein or duns number. Do not add street numbers or zip code suffix (only use first 5 numbers for zip). **EXAMPLE**: Nettles Academy, Lagrand Dr, Dothan, 36301, 123

**RESULTS**

Results are divided into two categories:

**Institution (or Individual) Bulk Match Results**: Matches found.

**Institution (or Individual) Bulk Match Validation Results**: Non-matches due to error listed.