



## Requesting DOT Employment Verifications

Celadon provides verifications for former drivers through HireRight and Tenstreet. To request an electronic verification for a former Celadon driver, go to:

[https://dashboard.tenstreet.com/company\\_signup](https://dashboard.tenstreet.com/company_signup) and complete the sign-up form.

After creating an account, you will receive an email with a username, password and detailed instructions. If you are a third-party vendor, please sign up with your corporate name and a list which of your clients you are verifying (e.g. Tenstreet on behalf of Joe's Trucking). If you do not have a U.S. DOT or ICC number, enter N/ A or zeros in those fields.

**If you are already a Tenstreet client, you do not need to sign up for an account.** You can either go through Process and Xchange or through the Xchange tab. The request method will automatically default to "network" (instead of fax, phone, etc), please do not the change the request method.

When submitting a request for verification, ensure that a signed release from the employee is attached.

If you have technical difficulties with Tenstreet, contact (918) 398-0320.

Thank You

Celadon Trucking Safety