



National Digital Car Seat Check Form (NDCF) Adding an Agency

Is your agency new to the NDCF?

The NDCF provides all agencies with *free* access to car seat inspection data linked to each respective agency that appears in the current Agency list. If your agency is new to the NDCF or not found in the current Agency list and would like to begin collecting car seat inspection data specific to your agency, it can be easily added by following these simple steps.

The screenshot shows the NDCF interface. On the left is the logo. In the center, a blue dropdown menu is open under the 'AGENCY' tab, with a green arrow pointing to the 'Add Your Agency' option. The menu items are: Request Custom PDF, Agency List, Add Your Agency, Request Admin Account, and NDCF for Program Manager. On the right, there is a search form with fields for Agency Name, City, State, and Zip, and an 'APPLY' button.

1. Log into your NDCF Account.
carseatcheckform.org
2. Verify your Agency in "Agency List".
If not listed, select "Add Agency".
3. Complete agency information.

Note: To help prevent duplicate agencies in the system, agencies will be approved within 3 business days.

Questions? email info@carseatcheckform.org

Agency requests are completed during normal business hours, 8:00AM to 4:30PM Monday through Friday. Email info@carseatcheckform.org for assistance.