

## Issuance

You may hold either a driver's license or an ID card, but not both.

Applicants that have successfully completed the driver's license or ID card process will be issued either a temporary driving permit or an ID card receipt valid for 30 days. You will receive your new driver's license or ID card in the mail. Therefore, your address on file with DMV must be your current mailing address. The U. S. Postal Service will not forward your credential.

In accordance with Va. Code §46.2-328.1, the following are eligible to apply for a driver's license or ID card: a) Citizens of the United States, b) Legal Permanent Residents of the United States, c) Conditional Resident Aliens of the United States, d) Holders of a valid, unexpired nonimmigrant visa status, e) Individuals with a pending or approved application for asylum in the United States, f) Refugees, g) Individuals with a pending or approved application for temporary protected status in the United States, h) Individuals with approved deferred action status, i) Individuals with a pending application for adjustment of status to legal permanent resident status or conditional resident status.

All first time licenses issued to individuals who applied for their learner's permit and driver's license when under the age of 18 will be sent to the Juvenile and Domestic Relations Court in your locality. The court will then notify you when and where to report for your licensing ceremony. After completion of the ceremony, the court will distribute the license to you.

## Obtaining a Virginia Driver's License or Identification (ID) Card



### Minimum Age Requirements

|                                   |                    |
|-----------------------------------|--------------------|
| Learner's Permit                  | 15 years 6 months  |
| Driver's License                  | 16 years 3 months  |
| Commercial Driver's License (CDL) | 18 years           |
| CDL Instruction Permit            | 18 years           |
| Motorcycle Learner's Permit       | 15 years 6 months  |
| ID Card                           | 15 years and older |
| Child ID                          | Under 15 years     |

### Document Requirements

#### Two proofs of identity

- ▶ Two from the primary list, or
- ▶ One from the primary and one from the secondary list

Individuals under the age of 19 are required to provide only one proof of identity from the primary list.

#### One proof of Virginia residency

#### One proof of legal presence in U.S.

#### One proof of your social security number, if applicable

- ▶ Required for CDL and CDL Instruction Permit
- ▶ Not required for an ID card

DMV may require additional documents.

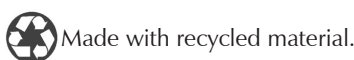
For acceptable documents, see the inside panel of this publication or visit [www.dmvNOW.com](http://www.dmvNOW.com) to use DMV's interactive document guide.



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Virginia Department of Motor Vehicles

## Document Requirements

Temporary documents and photocopies will not be accepted. All documents must be originals. **All documents will be subject to verification with the issuing entity, which may delay the issuance of your credential.** If you have official documentation, not listed below, that you believe meets DMV requirements, please present it to your local DMV office for review.

DMV will not accept a document when there is reason to believe it has been altered, fraudulently obtained or is fake, forged, counterfeit, or otherwise non-genuine or illegitimate. Altering, manufacturing, selling or possessing a fraudulent birth certificate, driver's license or ID card, or falsifying information, assisting a person with improperly or fraudulently obtaining a credential is a criminal offense.

This list of acceptable documents may change without prior notice.

**Your Name:** Make sure that your name appears the same on all proof documents. If your middle name or middle initial begins with the same letter, but is not spelled out or displayed on all of your documents, your documents may be accepted. Nicknames will not be accepted. If your name appears differently on your proof documents, you may be asked to present additional documentation.

### Proof of Identity

Documents submitted as primary proof of identity must show your full legal name and date of birth. You must present at least one document from the primary list of documents. The second proof of identity may come from either the primary list or the secondary list. Primary documents listed with the ">>" symbol may be used as secondary documents if unexpired or expired not more than five years.

If two of your proofs of identity are issued by the same entity, such as the same state agency, DMV may require additional proof of identity documents.

#### Primary Documents

- Official birth document issued by a U.S. state, jurisdiction or territory (Birth documents issued by a hospital, notifications of birth registration, and foreign birth certificates are not accepted.)
- Unexpired or expired U.S. passport or U.S. passport card (Temporary passports are not accepted.)
- >>Unexpired Employment Authorization Document (I-766)
- >>Unexpired foreign passport with either one listed below:
  - Unexpired or expired U.S. visa and unexpired or expired I-94
  - Unexpired or expired I-94W
  - Unexpired or expired U.S. immigrant visa
  - Unexpired or expired I-551 stamp
- Unexpired passport from Canada or Micronesia with an unexpired or expired I-94
- >>Resident Alien card, Permanent Resident card, or Northern Marianas card (I-551) unexpired or expired for not more than one year (Conditional resident aliens see next bullet)
- Unexpired Permanent Resident Card (I-551) valid for two years issued to a conditional resident alien
- Consular Report of Birth Abroad (FS-240)
- Certificate of Birth Abroad (FS-545)
- Certification of Report of Birth of a U.S. Citizen (DS-1350)
- Canal Zone Government Certificate of Live Birth (Panama Canal Zone) issued between February 26, 1904 and October 1, 1979 when presented with proof of the holder's parent(s)' U.S. citizenship at the time of the birth
- U.S. Certificate of Naturalization or U.S. Certificate of Citizenship
- U.S. Citizen Identification Card (I-179 or I-197)
- Virginia DMV-issued driver's license, commercial driver's license, or learner's permit unexpired or expired for not more than one year.
- Virginia DMV-issued ID card, unexpired or expired for not more than one year. (Child IDs must have been issued on or after September 21, 2001.)
- >>Virginia DMV-issued ID card that has been exchanged for a Virginia driver's license or CDL through Driver's License Central Issue (exchanged on or after March 24, 2009)

- >>Unexpired U.S. issued (issued by a U.S. state [other than Virginia], jurisdiction, or territory) or Canadian driver's license, commercial driver's license, or learner's permit with photo, at least 60 days old (Other foreign country and international driver's licenses are not accepted.)
- >>Unexpired photo ID card, at least 60 days old, issued by a U.S. state (other than Virginia), jurisdiction, or territory (School/employee ID cards and Native American citizenship cards are not accepted.)
- >>Unexpired U.S. Active Duty/Retiree/Reservist Military ID Card (DD-2 or Common Access Card). Military dependant ID cards are not accepted as primary documents.
- >>Unexpired Refugee Travel Document (I-571)
- >>Unexpired Transportation Workers Identification Credential (TWIC)
- Asylees may present documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court indicating that asylum has been granted. (Verification is required.)
- Applicants for asylum may present an application for asylum along with documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court indicating receipt of the application. (Verification is required.)

#### Secondary Documents

- Any primary document marked with ">>" symbol that is unexpired or expired for NOT more than five years
- Virginia DMV-issued driver's license, commercial driver's license, or learner's permit unexpired or expired for not more than five years (issued on or after September 21, 2001).
- Virginia DMV-issued ID card, unexpired or expired for not more than five years (issued on or after September 21, 2001).
- Marriage certificate issued by a U.S. state, jurisdiction, territory or municipality
- Medicare Card/Medicaid Card
- Unexpired military dependent ID card with photo
- U.S. Military discharge papers
- U.S. Selective Service Card
- Veterans Universal Access Identification Card
- Social Security Card (the name on the card must match the name in DMV records)
- Certified copy of school records/transcript issued by a school accredited by a U.S. state, jurisdiction or territory (A report card is not accepted.)
- Virginia Department of Education Certificate of Enrollment form
- USCIS form I-797 displaying applicant's name (Depending on the nature and purpose of the form, the I-797 may not be accepted.)
- U.S. Department of State form DS-2019 (Applicant's name must appear on the form.)
- USCIS student or dependent SEVIS I-20 with or without USCIS stamp (Applicant's name must appear on the form.)
- U.S. Federal Agency Employer ID Card with applicant's name and photo
- Virginia Department of Corrections Offender Information Report
- United States Probation Offender Information form
- Court order for adoption, name change or gender change from a U.S. state, jurisdiction or territory. Must contain court seal. (Abstracts of criminal/civil convictions are not accepted.)
- Virginia-issued court order for restricted driving privileges (must include signature of court official)
- Authorization for Parole of an Alien into the U.S. (I-512L)
- Unexpired weapons or gun permit issued by federal, state or municipal government
- Unexpired U.S. pilot's license
- Unexpired welfare/social services identification card with photo, issued by a municipality
- Unexpired U.S. Customs and Border Protection FAST card.

### Proof of Legal Presence

All first time applicants must present proof of legal presence. Applicants whose Virginia credential has expired or been suspended, revoked or canceled will need to provide proof of legal presence prior to obtaining a new license or ID card. Documents presented as proof of legal presence must show your full legal name and date of birth. If the name on your legal presence document does not match the name you expect to use

on your driver's license or ID card, you may need to present evidence of your legal name change.

- Official birth document issued by a U.S. state, jurisdiction or territory (Birth documents issued by a hospital, notifications of birth registration, and foreign birth certificates are not accepted.)
- Unexpired or expired U.S. passport or U.S. passport card (Temporary passports are not accepted.)
- U.S. Certificate of Naturalization or U.S. Certificate of Citizenship
- Unexpired foreign passport with any one listed below:
  - Unexpired or expired U.S. visa and unexpired I-94
    - F1/F2 applicants must present an I-20
    - J1/J2 applicants must present a DS-2019
  - Unexpired I-94W
  - Unexpired U.S. Immigrant visa presented within one year of entry
  - Unexpired or expired up to one year I-551 stamp
- Unexpired passport from Canada or Micronesia with an unexpired I-94
- USCIS form I-797 displaying applicant's name (Depending on the purpose and nature of the form, the I-797 may not be accepted. The I-797 for an I-765 petition is not accepted.)
- Resident Alien Card, Permanent Resident Card, or Northern Marianas Card (I-551) unexpired or expired for not more than one year (Conditional residents aliens see next bullet)
- Unexpired Permanent Resident Card (I-551) valid for two years issued to a conditional resident alien
- Unexpired or expired not more than one year temporary I-551 stamp on an I-94, with photograph of the bearer
- Alien Registration Receipt Card (I-151)
- Consular Report of Birth Abroad (FS-240)
- Certification of Report of Birth of a U.S. Citizen (DS-1350)
- Certificate of Birth Abroad (FS-545)
- Canal Zone Government Certificate of Live Birth (Panama Canal Zone) issued between February 26, 1904 and October 1, 1979 when presented with proof of the holder's parent(s)' U.S. citizenship at the time of the birth
- U.S. Citizen Identification card (I-179, I-197)
- Unexpired Re-entry Permit (I-327)
- Unexpired Refugee Travel Document (I-571)
- Form I-94 Record of Arrival and Departure stamped Refugee
- U.S. Department of Receptions and Placement Program Assurance Form (Refugee) and I-94 stamped Refugee
- Official letter from the U.S. Citizenship and Immigration Services (USCIS) indicating one of the following:
  - that the applicant's petition for adjustment of status to permanent residency has been reopened and restored to a pending status
  - that the applicant's original I-797 petition for an I-821 or I-129 has been received and a duplicate notice cannot be issued
  - that the applicant has been granted Deferred Action Status
- Asylees may present documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court such as a Form I-94 stamped Asylee indicating that asylum has been granted. (Verification is required.)
- Applicants for asylum may present an application for asylum along with documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court indicating receipt of the application. (Verification is required.)

## Proof of Virginia Residency

Original documents must show your name and the address of your current Virginia residence as it appears on the application. You must give a street address. A post office box or business address is not acceptable.

However, if you do not want your address of residence to appear on your driver's license or ID card, you may request that an alternate mailing address be displayed. This address must also be in Virginia and must be an address where you currently receive mail delivered by the U.S. Postal Service. If you change your residence or alternate mailing address to one outside Virginia, your driver's license or ID card will be canceled. Exceptions may be made for some individuals such as active duty military personnel and Virginia residents employed outside the U.S. (See the publication Re-establishing your Virginia Residency – DMV 143.)

Applicants under age 19 can have a parent or legal guardian certify their Virginia residency. The parent or legal guardian must appear in person with the applicant and provide an ID card and proof of their Virginia residency with a document from the residency list.

- Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
- U.S. or Virginia income tax return form from the previous year along with evidence of acceptance of the return by the appropriate tax agency.
- Utility bill, not more than two months old, issued to applicant. Examples include gas, electric, sewer, water, cable or phone bill. (Cellular phone and pager bills are not accepted.)
- U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
- Virginia Voter Registration Card mailed to you by your local registrar
- Virginia driver's license, commercial driver's license, learner's permit, or DMV-issued ID card displaying the applicants current Virginia address.
- Monthly bank statement not more than two months old issued by a bank
- Payroll check stub issued by an employer within the last two months
- U.S. Internal Revenue Service tax reporting W-2 form or 1099 form not more than 18 months old
- Receipt for personal property taxes or real estate taxes paid within the last year to the Commonwealth of Virginia or a Virginia locality
- Current homeowners insurance policy or bill
- Current automobile or life insurance bill (Cards or policies are not accepted.)
- Cancelled check not more than two months old with both name and address imprinted
- Annual Social Security Statement for the current or preceding calendar year
- Certified copy of school records/transcript issued by a school in which the applicant is currently enrolled and is accredited by a U.S. state, jurisdiction or territory (A report card is not accepted.)
- Virginia Department of Education Certificate of Enrollment form

Active duty military member assigned to a unit based in Virginia may present one of the following:

- Letter from commanding officer on official letterhead, with an original signature, stating that the applicant resides onboard a ship docked in Virginia or in a barracks located in Virginia
- Orders from the U.S. military assigning the applicant to a military unit with a Virginia address
- Leave and Earnings Statement (LES) showing Virginia as applicant's Home of Record

## Proof of Social Security Number (SSN)

Virginia law requires DMV to collect your social security number (SSN); however, your SSN will not be displayed on your Virginia credential. DMV will assign a customer number which will display on your credential.

Your proof of SSN document must display your name, and all nine digits of your SSN. DMV will verify all social security numbers with the Social Security Administration (SSA). If the information (name, date of birth, and SSN) you present does not match the information on file at the SSA, DMV cannot issue you a driver's license, learner's permit, CDL, or CDL instruction permit.

- Social security card (Individual Taxpayer Identification Numbers are not accepted.)
- Annual social security statement
- U.S. Internal Revenue Service tax reporting W-2 form or 1099 form
- Payroll check stub issued by employer
- Unexpired U.S. Active Duty/Retiree/Reservist Military ID Card (DD-2 or Common Access Card) (ID cards of military dependents are not accepted.)

## Proof of Name Change

If the name listed on your proof of identification or proof of legal presence document does not match the name you want to appear on your driver's license or ID card you will need to present evidence of your legal name change.

If you were recently married or a court has granted you a name change you will need to present evidence of your legal name change.

If you currently hold a valid Virginia driver's license or ID card, you must present it along with one of the documents listed below for proof of your name change. If you cannot present your Virginia issued credential, you must present one proof of identity from the primary document list in addition to one of the documents listed below as proof of name change.

- Marriage certificate
- Divorce decree if the decree states the change from married name to maiden name
- Court order granting the name change

## License Requirements and Driver's Education

Tests include a vision screening and may include a two-part knowledge exam and a road skills test. Detailed information about testing is in the Virginia Driver's Manual (DMV 39) available at [www.dmvNOW.com](http://www.dmvNOW.com) or any DMV customer service center.

**If you are under age 19**, you must provide a driver education completion certificate or show proof of your successful completion of a state-approved driver education program and hold a learner's permit at least nine months before you can receive a driver's license. Anyone under age 18 must have your parent or guardian certify that you received at least 45 hours of driving practice, 15 of which must have been completed after sunset.

**If you are age 19 or older**, and you have not held a driver's license issued by Virginia, another state, or foreign country, you must provide proof of successful completion of a state-approved driver education program or you must have held a learner's permit at least 30 days before taking the road skills test.

**If you hold an out-of-state driver's license or are 19 years or older and hold a license from Canada, France or Germany**, DMV may waive the knowledge and skills road tests if you meet the proof documents requirements and Virginia's driver education requirements, if applicable.

**If you hold a valid driver's license from any country other than Canada, France, or Germany, and are 19 years or older**, you will be required to complete the knowledge and road skills tests; however, DMV may waive the learner's permit requirements.

## Signatures/Consent

If you are under age 18, your parent, custodial parent or legal guardian must provide written consent by signing your application. A court order showing that you are an emancipated minor is acceptable in lieu of written consent. If you previously have been found not innocent of any offense by a juvenile and domestic relations court in Virginia or any other state, you must obtain approval to be licensed from that court or a court in the city or county where you live.

If you are a foreign exchange student, your host parent(s) are not eligible to sign your application.

**Selective Service Registration:** Generally, males under age 26 must register with the Selective Service. If you are required by federal law to register with the Selective Service, you must authorize DMV to forward your personal information to the Selective Service unless you have already registered. If you are under age 18, your parent or guardian must sign your application authorizing the Selective Service to register you when you turn age 18. Law prohibits DMV from issuing any type of driver's license or ID card to an applicant who is required by federal law to register with the Selective Service but who refuses to authorize DMV to send his information to the Selective Service. If you have questions about Selective Service registration, visit the Selective Service website at [www.sss.gov](http://www.sss.gov) or call 847-688-6888 (TTY: 847-688-2567).

**See back page for issuance information.**

## Validity Periods, Expiration Dates and Fees

If you are temporarily authorized to be in the U.S., your driver's license or ID card will be valid only for the period of time that you are legally present in the U.S. Individuals required to register with the Virginia State Police Sex Offender and Crimes Against Children Registry (Virginia Code Chapter 9 of Title 9.1) will be issued licenses valid for five years.

| Credential   | Expiration                                      | Fee                   |
|--|---|-----------------------|
| Driver's License for ages 16 and 17/learner's permit | Expires on your 20th birthday                   | \$4 per year/plus \$3 |
| Driver's License for 18 and older                    | Valid for 8 years (expires on your birthday)    | \$32 or \$4 per year  |
| CDLs   | Valid for 8 years (expires on your birthday)    | \$64 or \$8 per year  |
| CDL instruction permit                               | Valid for 1 year                                | \$3                   |
| CDL endorsements*                                    | Expire with CDL                                 | \$1 per year          |
| ID Cards for ages 15 and older                       | Valid for 5 years (expires in your birth month) | \$10                  |
| Child ID cards for under age 15                      | Valid for 5 years (expires in your birth month) | \$10                  |
| Motorcycle class                                     | Expires with your driver's license              | \$2 per year          |
| Motorcycle learner's permit                          | Valid for 1 year                                | \$3                   |

\*CDL holders with hazardous material endorsements must continue to follow federal guidelines and renew hazmat criminal background checks every five years.