Subject: Public Information :: P022760-101425
Date: Monday, October 27, 2025 at 1:01:15 PM Eastern Daylight Time
From: Texas DPS Records
To: AO Records
Category: PRODUCTION

EXTERNAL SENDER

--- Please respond above this line ---

RE: Public Information of October 14, 2025, Reference # P022760-101425

Dear Multiple Users,

The Texas Department of Public Safety received a public records request from you on October 14, 2025. Your request mentioned:

> **Please see the attached Public Information Request (TX-DPS-25-2389) pursuant to the Texas Public Information Act, as codified at Tex. Gov't Code ch. 552.**

The Texas Department of Public Safety has reviewed its files and has located responsive records to your request. Please log in to the Public Information Center at the following link to retrieve the responsive records. These records are provided to you at no cost.

Public Information - P022760-101425

For questions or additional information, please reply to this email.

Sincerely,

Brian Riemenschneider

Assistant General Counsel

OGC

To monitor the progress or update this request please log into the Public Information Center

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Application Policies

KNOWLEDGE BASE

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Application Policies

I. Introduction

This document outlines independent application processes. Some steps may be repeated for different applications if they share common requirements.
Each policy herein supersedes all previous versions and takes effect on the signature date.

Revision Date

4/2025

Table Of Contents

- Application Policies
  - I. Introduction
  - II. Statements of Policy
  - A. Establishing Identity
  - C. Secondary Identity Documents
  - D. Supporting Identity Documents
  - E. Establishing Social Security Number
  - F. Verifying Citizenship
  - G. Establishing Lawful Presence
  - H. REAL ID Exception Process
  - I. Establishing Texas Residency
  - J. Residency Affidavit
  - K. Application, Physical Description
  - L. Application, Name
  - M. Application, Photograph
  - N. Application, Medical History
  - O. Application, Signature
  - P. Application, Waiver of Parental Authorization
  - Q. Withdrawal/Restoration of Parental/Adult Authorization
  - R. Application, Notarization
  - S. Application, Taking the Oath
  - T. Application, Address
  - U. Peace Officer and Special Investigator Employing Agency Identification Card Requirements
  - V. Peace Officer, Prosecutor, Elected Prosecutor and Special Investigator Alternative Address
  - W. Address Confidentiality Program
  - X. Federal, State Judge, U.S. Marshal or U.S. Attorney Alternative Address
  - Y. Texas Department of Criminal Justice Inmate Address
  - Z. Texas Juvenile Justice Division Offender Address
  - AA. Organ Donation
  - BB. Organ Donor Revocation
  - CC. Voter Registration
  - DD. Veteran/Disabled Veteran Indicator
  - EE. Original License, Generally
  - FF. Original License, Requirements
  - GG. Original Identification Card, Requirements
  - HH. Original Election Identification Certificate, Requirements
  - II. License or ID Renewal, Generally
  - JJ. License or ID Renewal, In Person
  - KK. License or ID Renewal, Online and Telephone
  - LL. License Renewal/Expiration, Military
  - MM. License Renewal, Out-of-State
  - NN. Replacement License, Generally
  - OO. Replacement License, Requirements
  - PP. Replacement License, Name Change or Correction
  - QQ. Modification of License
  - RR. Restrictions and Endorsements
  - SS. Advance or Additional License Class

II. Statements of Policy

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A copy of all documents presented for an application for a commercial driver license (CDL), driver license (DL), personal identification certificate/identification card (ID), or election identification certificate (EIC) must be scanned into the Driver License System (DLS) for record retention unless specifically noted in the policy. This includes the application, any declarations, and source documents presented for original application and any modifications of the record.

A. Establishing Identity

An applicant for an original DL or ID must present acceptable proof of identity through one of the following methods.

- Any one primary identity document
- Any two secondary identity documents OR
- One secondary + two supporting identity documents

If multiple documents are used to prove identity, the name and date of birth on each document must match exactly. If they do not, the applicant must present documentation such as a valid, unexpired U.S. passport book or U.S. passport card or a court order verifying the discrepancy.

You should use common sense and practice good judgment to determine if any documents presented for driver license or identification card issuance meet the standards for acceptance. If the authenticity of a document is in question, consult your chain of command for assistance and clarification.

Renewal, replacement or modification

If an applicant requests a renewal, replacement or modification of a DL or ID, only one primary, secondary, or supporting identity document is required.

Relevant statutes:
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:
37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

B. Primary Identity Documents

An applicant may establish his or her identity by presenting one of the primary identity documents from the following list.

> Note: Expired documents are not acceptable as proof of primary identification

- Photo Texas DL or ID, unexpired or expired within the last two years
- Valid, unexpired U.S. passport book or U.S. passport card
- U.S. Certificate of Citizenship or Certificate of Naturalization with identifiable photo (N-550, N-560,N-561, N-570, N-578)
- Unexpired U.S. Department of Homeland Security (DHS) or U.S. Citizenship and Immigration Services (USCIS) document with verifiable data and identifiable photo such as:
    - U.S. Citizen Identification Card (I-179 or I-197)
    - Permanent Resident Card (I-551)
        - Permanent Resident Cards are official documents issued by USCIS that identify the holder as a lawful permanent resident of the United States. A Permanent Resident Card may not always include the holder's signature. In limited cases, the signature requirement is waived for certain people, such as children under the age of consent or individuals who are physically unable to provide a signature.
        - Since February 2015, USCIS has waived the signature requirement for people entering the United States for the first time as lawful permanent residents if they have obtained an immigrant visa abroad from a U.S. Embassy or consulate.
        - When USCIS issues a Permanent Resident Card without a signature, the card will say "Signature Waived" on the front and back of the card in the signature area.
    - Machine Readable Immigrant Visa with temporary I-551 language and ADIT stamp
    - Employment Authorization Card (I-766)
    - Unexpired U.S. Travel Document (I-327 or I-571)
    - Advance Parole Document (I-512 or I-512L)
    - I-94 stamped §208 Asylee
    - I-94 stamped §207 Refugee
    - Valid refugee travel letter, stamped by U.S. Customs and Border Protection

- V. Peace Officer, Prosecutor, Elected Prosecutor and Special Investigator Alternative Address
- W. Address Confidentiality Program
- X. Federal, State Judge, U.S. Marshal or U.S. Attorney Alternative Address
- Y. Texas Department of Criminal Justice Inmate Address
- Z. Texas Juvenile Justice Division Offender Address
- AA. Organ Donation
- BB. Organ Donor Revocation
- CC. Voter Registration
- DD. Veteran /Disabled Veteran Indicator
- EE. Original License, Generally
- FF. Original License, Requirements
- GG. Original Identification Card, Requirements
- HH. Original Election Identification Certificate, Requirements
- II. License or ID Renewal, Generally
- JJ. License or ID Renewal, In Person
- KK. License or ID Renewal, Online and Telephone
- LL. License Renewal /Expiration, Military
- MM. License Renewal, Out-of-State
- NN. Replacement License, Generally
- OO. Replacement License, Requirements
- PP. Replacement License, Name Change or Correction
- QQ. Modification of License
- RR. Restrictions and Endorsements
- SS. Advance or Additional License Class

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- American Indian Card (I-872)
- Northern Mariana Card (I-873)

- Unexpired U.S. military identification card for active duty, reserve or retired personnel w/ identifiable photo
- Valid, unexpired foreign passport with attached visa (visa may be expired but passport must be valid) (the visa requirement may be waived in the case of Parolees, Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia and certain Canadian non-immigrants) and one of the following acceptable versions of a Valid Form I-94:
  - Traditional paper Form I-94
  - I-94 stamp in foreign passport
  - I-94 printed at the bottom of form I-797
  - Form I-94 printout downloaded from the U.S. Customs and Border Protection website. A License and Permit Specialist (LPS) may access this site and print the form for the applicant
  - Blank I-94 printout accompanying parole stamped document may be used only if the date listed on the parole stamp is valid.

Relevant statutes:
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:
37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.

C. Secondary Identity Documents

An applicant may establish his or her identity by presenting any two of the secondary identity documents from the following list.

- Original or certified copy of a birth certificate issued by a state bureau of vital statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia or a Canadian province
- Original or certified copy of Consular Report of Birth Abroad (CRBA) (Form FS-240) Certificate of Report of Birth (DS-1350,FS-545) issued by the U.S. Department of State
- Original or certified copy of a court order with name and date of birth indicating an official change of name and/or gender change from a U.S. state, U.S. territory, the District of Columbia, or Canadian province

If an applicant presents a birth document other than the secondary identity documents listed above, it may also be accepted as a secondary identity document, provided it meets the following minimum requirements:

- Issued by a local or state government
- Lists bearer's full name, date of birth, gender, and place of birth
- Lists parent(s) full names
- Has date filed with registrar's office
- Has registrar's signature
- Has embossed, impressed, or multicolored seal of registrar

Note: Laminated birth certificates are generally not acceptable. Acceptance of a laminated birth document must be approved by Driver License Division (DLD) management through the Exceptions Policy.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.

D. Supporting Identity Documents

An applicant may establish his or her identity by presenting any one secondary identity document and two supporting identity documents from the following list:

- Social Security card (actual card)
- Form W-2 or 1099
- DL or ID issued by another U.S. state, U.S. territory, the District of Columbia or Canadian province (unexpired or expired less than two years)

Information Releases

Forms and Documents

Training Modules

Related Information

Resources

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    - A driver licensing credential, such as a driver privilege card, issued in another jurisdiction that indicates it may not be used as a form of identification, should not be used to prove identity.
- Texas DL or ID that has been expired for more than two years (actual card)
- Temporary Texas DL or ID (actual receipt)
- School records* (e.g., report cards, photo ID cards, VOE (public, private, home schools)
- Military records (e.g., Form DD-214, DD-215, NGB-22)
- Unexpired U.S. military dependent ID card (actual card)
- Veteran's Health Identification Card (VHIC) (actual card)
- Veteran's ID card issued by the U.S. Department of Veterans Affairs
- Original or certified copy of marriage license or divorce decree (if the document is not in English, the applicant must provide a certified translation)
- Valid, unexpired Texas voter registration card (actual card)
- Pilot license (actual card)*
- Concealed handgun license (CHL) or License to Carry (LTC) (actual card)*
- Professional license issued by a Texas state agency
- ID card issued by a government agency*
- A valid consular document issued by a state or national government
- Texas Inmate ID card or similar form of ID issued by the Texas Department of Criminal Justice (TDCJ)
    - Note: If the ID card issued by TDCJ has an offender/alias name and true legal name on the front of the card, only the true legal name may be used for issuance of a Texas driver license or identification card.
- Texas Department of Criminal Justice parole or mandatory release certificate
- Federal inmate identification card
- Federal parole or release certificate
- Medicare or Medicaid card (actual card)
- Selective Service card (actual card)
- Tribal membership card from federally-recognized tribe
- Certificate of Degree of Indian Blood (CDIB)
- Valid, unexpired foreign passport
- Insurance policy valid continuously for the past two years (e.g., auto, home or life insurance)
- Valid, unexpired Texas vehicle registration or title
- Valid, unexpired Texas boat registration or title
- Hospital-issued birth record*
- Original or certified copy of an Abstract (shortened) birth certificate issued by a State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, or the District of Columbia
- Original or certified copy of an Abstract (shortened) birth certificate issued by a State Bureau of Vital Statistics or equivalent agency from a Canadian province
    - Note: If an applicant presents a birth document that meets the minimum requirements listed in Section C, it will be accepted as a secondary document.
- Immunization records* (includes COVID-19 Vaccination Record Card MLS-319813 r)
- Pay stub containing the applicant's name and complete SSN

*This document is acceptable if issued by an institution, entity or government from a U.S. state, a U. S. territory, the District of Columbia or a Canadian province.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.

E. Establishing Social Security Number

An applicant for a DL or ID will have the authenticity of their Social Security number (SSN) verified through the Social Security Online Verification (SSOLV). In the event the SSN cannot be authenticated, the department may deny the issuance of the original transaction until such time as authentication is made through SSOLV.

- If the applicant was not issued, has not applied, or is not eligible for a SSN at the time of an original DL or ID application, he or she may submit a completed Social Security Affidavit (DL-13) instead.

Renewal driver license or identification card
An applicant renewing a DL or ID must provide his or her SSN on the application. In the event the SSN cannot be authenticated, the department may deny the issuance of the renewal or duplicate transaction until such time as authentication is made through SSOLV.

If the license or identification certificate was previously issued without SSOLV verification, the department may mail to the address on record a notice requiring the license or identification

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certificate holder to provide additional documentation. Failure to comply with this request within 30 days may result in the cancellation of the driver license or identification certificate.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.044. Use or Disclosure of Social Security Number Information.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.42. Social Security Number.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

F. Verifying Citizenship

An applicant may verify U.S. citizenship by presenting one of the following documents. If the document was issued by the Department of State, it must be verified with the Department of State or through a method approved by DHS.

- Valid, unexpired U.S. passport book or U.S. passport card
- Original or certified copy of a birth certificate issued by a State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, or District of Columbia
- Original or certified copy of Consular Report of Birth Abroad (CRBA) (Form FS-240) or Certificate of Report of Birth (DS-1350 or FS-545) issued by the U.S. Department of State U.S. Citizenship
- Certificate or Certificate of Naturalization with identifiable photo (N-550, N-560, N-561, N-570 or N-578)U.S. citizen identification card (I-179 or I-197)

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

G. Establishing Lawful Presence

U.S. nationals, permanent residents, refugees and asylees

Standard policy requires all documents presented to establish lawful presence to be valid and unexpired. However, DHS regularly releases updates regarding acceptance of documents, including when an expired document may be accepted. Refer to Information Releases (IR) and your supervisory chain to ensure you are following the latest guidance regarding exceptions to the standard policy.

A non-U.S. citizen applicant may establish lawful presence in the U.S. by presenting one of the following documents for verification through the DHS (SAVE)
Valid, unexpired U.S. passport book or U.S. passport card stating, “THE BEARER IS A UNITED STATES NATIONAL AND NOT A UNITED STATES CITIZEN” on the last page

- Valid, unexpired Permanent Resident Card (I-551)
    - Permanent Resident Cards are official documents issued by USCIS that identify the holder as a lawful permanent resident of the U.S. A Permanent Resident Card may not always include the holder’s signature. In limited cases, the signature requirement is waived for certain people, such as children under the age of consent or individuals who are physically unable to provide a signature.
        - Since February 2015, USCIS has waived the signature requirement for people entering the U.S. for the first time as lawful permanent residents if they have obtained an immigrant visa abroad from a U.S. Embassy or consulate.
        - When USCIS issues a Permanent Resident Card without a signature, the card will say “Signature Waived” on the front and back of the card in the signature area.
- Machine Readable Immigrant Visa with temporary I-551 language and ADIT stamp
- Valid, unexpired foreign passport, visa (Visa may be valid or expired), with valid I-94 (the visa requirement may be waived in the case of Parolees, the Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia and certain Canadian non-immigrants)
- Valid, unexpired employment authorization document (EAD), (I-766)

Limited term license

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A temporary visitor may be issued a limited term DL or ID that becomes invalid on the expiration date of the applicant's lawful presence in the U.S. The DHS response determines this expiration date.

SAVE (Systematic Alien Verification for Entitlements)

The department utilizes SAVE as a tool to make the determination about document acceptance for immigrants and temporary visitors easier and must verify applicable lawful presence through SAVE for REAL ID Act compliance. All documentation must show the applicant's name and date of birth. The applicant must validate a name change or other inconsistent information through additional documentation such as a marriage license, divorce decree, original or certified copy of a birth certificate, valid, unexpired U.S. passport book or U.S. passport card, or a court order (for more information, see Section OO. Replacement License, Name Change, or Correction). If an applicant presents lawful presence documents that appear to be expired or vary from what you normally see, that does not mean the documents are invalid.

Sometimes the actual form I-94, visa, I-766 or other form presented by the applicant may be expired, but it may verify through SAVE because the status has been updated. For example, an applicant may bring in an expired I-766 form, but their Temporary Protected Status has actually been extended. This will also apply to citizens of certain countries including Federated States of Micronesia, the Republic of Palau, and the Republic of the Marshall Islands. Accept the document provided by the applicant, run it through SAVE and if it verifies, issue the DL/ID. If the document does not verify, push it to the second verification stage and explain the process to the applicant. Do not automatically reject documents based on the expiration date on the document.

Primary identification documents for immigrants

- Primary identification for many immigrants and temporary visitors includes a valid, unexpired foreign passport with attached visa (visa may be expired but passport must be valid) and form I-94. If the applicant was not required to obtain a visa to enter the U.S., the visa requirement is waived. Citizens of the Federated States of Micronesia, the Republic of Palau, the Republic of the Marshall Islands, certain Canadian citizens who are non-immigrants to the U.S. and Parolees are examples of persons who may not have a visa but are still lawfully present.
- Canadians with the following non-immigrant statuses should present a visa: A-1, A-2, A-3, E-1, E-2, G-1 through G-5, K-1, K-2, K-3, K-4, S-5, S-6, S-7, V-1, V-2, and V-3.

If a person presents the required primary documentation, additional documents such as birth certificates are not required to prove identity or lawful presence.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.271. License Expiration.

Relevant rules:

37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.

H. REAL ID Exception Process

If an applicant cannot present acceptable proof of identity or U.S. citizenship in the form of a valid, unexpired U.S. passport or U.S. passport card, original or certified copy of a U.S. birth certificate, a U.S. certificate of birth abroad, a certificate of naturalization, or a certificate of citizenship for the issuance of a Texas DL or ID, this exception process shall be followed:

The applicant must complete a Texas REAL ID Exception Process application and present a document or letter from a local, state, or federal government authorized to issue certified birth records verifying that a birth certificate does not exist, along with additional documentation containing the applicant's name and date of birth as proof of identity or U.S. citizenship. The generally accepted documents listed below must be reviewed and approved by the Field Operations Manager (FOM) prior to the issuance of the applicant' s DL or ID. The FOM must notify Headquarters (HQ) that the exception process was utilized.

- Family Bible (recorded family history, such as birth records)
- U.S. Census records
- Baptismal certificate, or
- Hospital birth records
- Expired U.S. passport book or U.S. passport card (acceptable as additional documentation)
- An expired U.S. passport may be accepted as a standalone document for limited issuances such as an elderly applicant going from a DL to an ID who cannot produce a birth certificate. Approval through the standard Exceptions Policy is required.

If an applicant cannot provide any of the documents listed above, the documents listed below may be presented for consideration. These documents must be submitted through chain-of-command to HQ for review. Upon approval, the applicant may continue the issuance or renewal process for their DL or ID.

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- Documentation from a genealogy research organization (e.g.; Ancestry.com, Family Tree, My Heritage.com)
- Petition for Naturalization
- DD-214 – Certificate of Release or Discharge from Active Duty
- Miscellaneous documentation containing the applicant's full name, place of birth, and date of birth (recorded family history, birth records, school records, etc.)

All documentation presented and accepted for the issuance of a DL or ID must be scanned into DLS.

I. Establishing Texas Residency

An applicant for an original non-commercial DL or ID must meet both of the requirements below:

1. Have resided in Texas for at least 30 days prior to application (unless surrendering a valid, unexpired out-of-state DL or ID, or a valid, unexpired DL from a country which the United States has full reciprocity, i.e. Canada, France, Germany, Korea Republic, or Republic of Taiwan)
2. Establish residency by presenting two acceptable documents (examples below) with the same address containing the applicant's:
    - Name AND
    - Residential address

An applicant for a renewal or duplicate DL or ID who is returning to Texas and still has an eligible DL or ID in the system must provide proof of Texas residency in the same manner as an original applicant.

Note: If an applicant holds a valid Texas DL or ID that is not expired over two years, proof of residency has been met. If an applicant holds a valid Texas DL and applies for a CLP, proof of residency has been met.

An applicant who cannot provide two acceptable documents to prove a claim of residency may instead submit a completed Texas Residency Affidavit (DL-5).

An applicant for a CDL must establish domicile in Texas by meeting the following requirements:

- Apply for a Texas CDL within 30-days of being domiciled in Texas
- Present two acceptable documents establishing proof of domicile

> Note: Reference to domicile is specific to CDL holders. Domicile is the true, permanent home of a person while residency may be permanent or temporary. Example: Students attending school may be domiciled at their parent's home but may establish residency at their school.

Examples of documents sufficient to establish residency

> Note: All documents presented to prove residency must include the address that matches the address on the application. Both documents may be from the same source if the source is a local governmental entity or service provider that provides multiple residential services. For example, an individual may use a water and gas bill from the same municipal utility if they are on separate statements. Statements for the same service for different months are not acceptable.

- Current deed, mortgage, monthly mortgage statement, mortgage payment booklet or residential rental/lease agreement
- Valid, unexpired Texas voter registration card*
- Valid, unexpired Texas motor vehicle registration or title
- Valid, unexpired Texas boat registration or title
- Valid, unexpired Texas concealed handgun license (CHL) or license to carry (LTC)
- Utility or residential service bill dated within 180 days of the application date. Examples of acceptable statements include, but are not limited to: electric, water, gas, internet, cable, streaming services, lawn service, and cellular telephone.
- Selective Service card
- Current homeowners or renters' insurance policy, statement, or card
- Current automobile insurance policy, statement, or card
- Texas high school, college or university report card or transcript for the current school year
- Pre-printed W-2, 1099, or 1098 tax form from an employer, government or financial entity for the most recent tax year
- Mail or printed electronic statements from financial institutions; including checking, savings, investment accounts, and credit card statements, dated within 180 days of the application date
- Mail or printed electronic statements from a federal, state, county or city government agency, or a third-party representing a government agency dated within 180 days of the application date
- Current automobile payment booklet or statement
- Current documents issued by the U.S. military or Veteran's Administration indicating residential address

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- Document from the Texas Department of Criminal Justice indicating the applicant's recent release or parole
- Letter of Medical Explanation of Benefits or medical bills
- Valid, unexpired Texas fishing or hunting license
- Pre-printed paycheck or payment stub, dated within 180 days of the application date
- Current Form DS2019 or a document issued by the US Citizenship and Immigration services (non-commercial DL and ID only)
- Letter of Texas residency issued by the Texas Juvenile Justice Department (TJJD)
- Printout from the Secretary of State's website www.votetexas.gov verifying applicant's residence may also be accepted.

Note: Active-duty military personnel and their spouses and dependents may provide a residency address outside of Texas.

Copies of documents, including those that have been faxed or electronic versions, demonstrating proof of residency are acceptable. Computer-generated documents are acceptable. The customer may email documents to the LPS for printing and scanning into the record. The address must be part of the document. Documents with forwarding labels or affixed address labels are not acceptable.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.1426. Domicile Requirement; Verification.

Relevant rules:

37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.
37 TEXAS ADMIN. CODE §15.49. Proof of Domicile.

J. Residency Affidavit

An applicant who cannot provide two documents sufficient to prove a claim of residency may instead submit a Texas Residency Affidavit (DL-5) completed by the person verifying that the applicant lives with him or her AND Supporting documentation, determined by the relationship between the applicant and the person signing the affidavit (affiant).

> Note: Affiant must be at least 18 years old.

Familial relationship

If the applicant and affiant are related, the affiant does not need to accompany the applicant to the driver license office, but the applicant must present:

- Two acceptable documents establishing Texas residency for the affiant;
- At least one document establishing the familial relationship such as:
- A marriage license
- A birth certificate
- A military dependent identification card OR
- Adoption records AND
- The signed DL-5

The affiant is not required to present a DL/ID or proof of citizenship to sign the DL-5

- Example: The spouse or dependent of an individual who is active-duty military, and who does not have any statements available in their name, may present documentation proving residency in the spouse's name along with documentation establishing familial relationship to their spouse. They are not required to present identification or proof of citizenship on behalf of their spouse.

Non-familial relationship

If the applicant and affiant are not related or cannot prove the familial relationship, but live at the same residence:

- The affiant must accompany the applicant to the driver license office and present valid identification as defined under 37 TAC §15.24;
- The affiant must present 2 acceptable documents establishing Texas residency, AND
- The applicant must present the signed DL-5

Service organization

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If the applicant resides with or receives services from a governmental entity, college or university, non-profit organization, assisted care or living facility, homeless shelter, transitional service provider, group /halfway house, or state or federal prison, a representative of the organization may serve as affiant and does not need to accompany the applicant to the DLO.
The applicant must present:

- A notarized letter or notarized DL-5 from the representative certifying the address and verifying that the organization receives mail for him or her. (In this case, the two documents establishing residency are not required)
- The signed DL-5

Temporary Residence

An applicant who lives in a hotel (or similar temporary housing) may use that address if a representative of the hotel accompanies the applicant to the DLO and the applicant provides two documents in their name proving residency at the hotel address and the signed DL-5. Hotels are not social service providers so a person living in a hotel cannot utilize the Service Organization option.
Residency Exceptions

- Applicants in the address confidentiality program administered by the Office of the Attorney General
- Applicants who are subjects of the Judicial address confidentiality
- Applicants who are currently incarcerated in a Texas Department of Criminal Justice facility
- Applicants who are minors under conservatorship of the Department of Family and Protective Services (DFPS) and individuals under the age of 21 in DFPS paid foster care may present an approved DFPS residency form signed by a DFPS caseworker or caregiver.
- Applicants who are homeless youth or children, defined by the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a), may present a letter from the school district in which the child or youth is enrolled, the director of an emergency shelter or transitional housing program funded by the U.S. Dept. of Housing and Urban Development, or the director of a basic center for runaway and homeless youth or a transitional living program, certifying the child or youth is homeless.

Relevant federal code:

(42 U.S.C. §11434a) McKinney-Vento Homeless Assistance Act

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1015. Personal Identification Certificate Issued to Foster Child or Youth or Homeless Child or Youth.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.1426. Domicile Requirement; Verification.

Relevant rules:

37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.
37 TEXAS ADMIN. CODE §15.49. Proof of Domicile.

K. Application, Physical Description

An application for a driver license or identification card must include an accurate physical description of the applicant that includes:

- Race/ethnicity (self-reported)
- Eye color
- Height
- Sex
- Hair color and
- Weight

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §543.202. Form of Record.

Relevant rules:

AMERICAN OVERSIGHT

37 TEXAS ADMIN. CODE §15.26. Description.

L. Application, Name

An application for a DL or ID must include the first, middle and last name of the applicant.

- An applicant for an original DL or ID must document the name on the application.
- All names on the application must match the names in the identity documents.
- Name changes for first and last name documented on a marriage certificate issued by another U.S. state, U.S. territory, or the District of Columbia will be accepted.
- Name changes for a last name only documented on a marriage certificate issued by another country will be accepted.
- Diacritical marks included on the application will be displayed on the DL/ID if they are one of those supported in DLS. Customers are not required to present additional documentation to add such marks.

> Note: If the marriage certificate is not in English, the applicant must provide a certified translation.

Middle name

- If the applicant has no middle name, the applicant may leave the middle name blank.
- If the applicant has no middle name, a birth surname may be used.
- An applicant may not substitute a middle name for the first name.
  - Exception: Name changes accomplished with a U.S. passport book or U.S. passport card or a marriage certificate
- An applicant may use two middle names; however, due to software limitations, one or both names may be truncated on the front of the DL or ID.

Married name

In addition to the previously listed middle name options for all applicants, a married person may use a birth surname in place of a middle name. A married person may use any of the following last names including a hyphenated name, if documented:

- Birth name
- Surname of current spouse
- Surname of previous spouse

> If an applicant has held a Texas DL or ID with an anglicized name for more than 20 years and presents proof of identification containing a non-anglicized version of the name, the applicant may retain the anglicized name on the card. (Example: Birth certificate displays Juan, however all other documentation including driver license displays John, the applicant may continue using John).

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.127. Use of Diacritical Marks.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.23. Names.

M. Application, Photograph

The purpose of a photograph on the face of a DL, ID, or EIC is to accurately display the appearance of the person holding that document. Applicants living fulltime as the opposite sex will be photographed to reflect the appearance of the applicant as they represent themselves in daily life. Obvious disguises for the purpose of concealing identity or headwear that is not for allowable purposes will not be worn.

> Applicants may not wear headwear or other objects on their head for the DL/ID/EIC photograph. An exception exists for religious headwear or chemo scarves, as long as they do not obscure the applicant's face. If the excepted headwear obscures the applicant's face, it must be adjusted so that the applicant's eyes, nose, mouth, and chin are visible and free of shadows in the photograph. Religious headwear does not include a ball cap or hat for a sports

AMERICAN OVERSIGHT

team or business, a cowboy hat, a colander, a spaghetti strainer, or any other kitchen hardware.
Customer may approve photograph: LPSs are authorized to show the customer their DL/ID /EIC photograph for approval.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.44. Driver License Photograph.

N. Application, Medical History

An applicant for an original or renewal driver license must indicate whether he or she has any medical conditions that may affect the ability to safely operate a motor vehicle.
If the applicant notes a mental or physical condition, they may meet the criteria for referral to the Medical Advisory Board.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.294. Department's Determination for License Revocation.
TEX. TRANSP. CODE ANN. §521.319. Revocation for Medical Reasons.

Relevant rules:

37 TEXAS ADMIN. CODE §15.37. Medical History Questions—Original and Renewal.

O. Application, Signature

An applicant for a DL or ID must sign the application in dark ink (blue or black) with his or her usual signature. Only the applicant's signature will be placed on the application and in the electronic signature block. No other designations are allowed. Unacceptable designations include symbols, drawings, or statements such as, UCC 1-308 Without Prejudice.
Exception: If an applicant is unable to write their name, they may make their "mark" in place of a signature. The LPS must write the applicant's name near the "mark" for identification. Along with the applicant's name, the LPS must also include their own ACID under the applicant's "mark."
Note: Previous guidance that no white out, correction fluid, or correction tape may be used for corrections is no longer applicable.

Applicant for a driver license, under the age of 18

If the applicant is younger than 18 years old, either:

- A custodial parent, guardian, or agent under a power of attorney for the parent who has custody of the applicant, must also sign the driver license application
- The applicant must present evidence showing eligibility to waive parental authorization.
    - The applicant is or has been married
    - The applicant is emancipated

The guardian's signature on the application is sufficient proof of guardianship. Further documentation is not required. If the applicant does not have a guardian, either (1) his or her employer OR (2) the county judge of the county in which the applicant resides may sign. Additionally, the Department of Family and Protective Services custodian may sign for eligible applicants in the foster care program

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.
TEX. TRANSP. CODE ANN. §521.204. Restrictions on Minor.

Relevant rules:

37 TEXAS ADMIN. CODE §15.21. Signature.
37 TEXAS ADMIN. CODE §15.27. Issuance Requirements for Minor Driver License Applicants.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.

AMERICAN OVERSIGHT

P. Application, Waiver of Parental Authorization

An applicant under the age of 18 for a driver license may waive parental authorization if he or she:

- Is or has been married OR
- Is emancipated.

Such an applicant must prove eligibility by presenting one of the following documents.

- A marriage certificate or divorce decree (but not an annulment decree) OR
- A court order reflecting the minor's emancipation.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.

Relevant rules:

37 TEXAS ADMIN. CODE §15.27. Issuance Requirements for Minor Driver License Applicants.

Q. Withdrawal/Restoration of Parental/Adult Authorization

Parental/adult authorization for a minor's DL may be withdrawn at any time, resulting in cancellation of the license. A request to either withdraw or restore parental authorization must be in writing and notarized.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.

Relevant rules:

37 TEXAS ADMIN. CODE §15.27. Issuance Requirements for Minor Driver License Applicants.

R. Application, Notarization

An application for an original DL or ID must be notarized no more than six months prior to submission of the application. In addition to an authorized DLO employee, the following officials may serve as notary under the stated circumstances.

- **Within the state of Texas, must include the state seal**
  - Judge, clerk or commissioner of any court of record
  - Notary public
  - Justice of the peace
- **Another US state or territory, must include a seal**
  - Clerk of any court of record having a seal
  - Commissioner of deeds, duly appointed under the laws of the state
  - Notary public
- **Outside the US and its territories, must include a seal**
  - Minister, commissioner or chargé d'affaires of the US, resident and accredited to the country where the oath, affidavit or affirmation is made
  - Consul general, vice consul, commercial agent, vice-commercial agent, deputy consul or consular agent of the US, resident in the country where the oath, affidavit or affirmation is made
  - Notary public
- **For a member of the armed forces, spouse or dependent**
  - Federal notary public
  - No seal required if signed by a Commissioned officer of the US armed forces

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.

Relevant rules:

37 TEXAS ADMIN. CODE §15.22. Notarizations.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.

AMERICAN OVERSIGHT

S. Application, Taking the Oath

An applicant for an original DL or ID must swear or affirm that the information on the application is true and correct. If applicable, an authorizing parent must also take the oath.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.454. False Application.

T. Application, Address

An application for a DL or ID must include a Texas residence address.

- A business address may not be used as a residential address unless noted in the exceptions.
- The address must include the:
  - City
  - State
  - Zip code
  - Apartment number, if applicable AND
  - Any terms such as Street, Circle, Drive or Court, if applicable

Exceptions

- An applicant may provide a separate mailing address such as a post office box.
- An active member of the armed forces may provide a residence address outside of Texas.
- A peace officer, county attorney, district attorney, criminal district attorney, assistant county attorney, assistant district attorney, assistant criminal district attorney or federal special investigator may use the address of the county courthouse in his or her county of residence or an approved business address outside the county of residence instead of a residence address.
- A federal or state judge, U.S. Marshals Service, U.S. Attorneys or their family members (spouse, minor child or adult child who resides in the person's home) may elect to use the address of the courthouse in which the applicant works as the residence address.
- An inmate or juvenile offender should use an alternative address.
- A victim of family violence, sexual assault or stalking may use a designated post office box address as the residence address. The applicant must present documentation from the Texas Attorney General to qualify for this program.
- Foster youth obtaining fee and/or residency waivers through DFPS may use the primary caseworker's office address as the residence address.
  Homeless youth, defined by the McKinney-Vento Homeless Assistance Act, (42 U.S. C. §11434a), may present a letter from the school district in which the child or youth is enrolled, the director of an emergency shelter or transitional housing program funded by the U.S. Dept. of Housing and Urban Development, or the director of a basic center for runaway and homeless youth or a transitional living program, certifying the child or youth is homeless.

Relevant federal code:

(42 U.S.C. §11434a) McKinney-Vento Homeless Assistance Act

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1015. Personal Identification Certificate Issued to Foster Child or Youth or Homeless Child or Youth.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

U. Peace Officer and Special Investigator Employing Agency Identification Card Requirements

AMERICA OVERSIGHT

A qualifying peace officer commissioned in the state may use the address of the county courthouse in his or her county of residence or their business address, which may be outside their county of residence, as the residence address on the face of his or her DL or ID. The peace officer must present the identification card issued by the peace officer's employing agency. Each such agency issues its own identification card, but to satisfy this requirement, each of the following pieces of information must be displayed on the card. The residence and alternate address must be in Texas.

- Full name of the peace officer
- Photograph of the peace officer, consistent with his or her appearance
- Name of the employing agency
- Signature of a representative of the employing agency, if applicable
- Brief description of the peace officer, including height, weight and eye color
- Thumbprint of the peace officer or a bar code with a unique identification label such as the TCOLE PID
- Employment date and card issuance date
- 24/7 operational phone number to verify validity of the card
- The words "state of Texas" and the state seal
- The words "this identification card certifies that (name of officer) is commissioned by (name of agency) as a (full or part-time) peace officer"

Federal Special Investigators, defined in CCP 2.122, must present their Federal ID Card for inclusion in the officer's DLS record. The LPS should inspect the badge to ensure the badge number and Federal ID number match. The badge is not scanned into DLS, only the Federal ID Card.

If the Federal Special Investigator's agency does not allow copying or scanning the Federal ID card, the applicant may provide a letter on the agency's letterhead that includes; the applicant's name and badge number or employee identification number, contact information for the applicant's supervisor and the supervisor's signature. This letter will be scanned into DLS instead of the Federal ID card.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.1211. Driver's License for Peace Officer.
TEX. GOVERNMENT CODE ANN. §614.122. Peace Officers.
TEX. CODE OF CRIMINAL PROCEDURE ANN. §2.12. Who Are Peace Officers.
TEX. CODE OF CRIMINAL PROCEDURE ANN. §2.122. Special Investigators.

Relevant rules:

37 TEXAS ADMIN. CODE §15.25. Address.

V. Peace Officer, Prosecutor, Elected Prosecutor and Special Investigator Alternative Address

A peace officer commissioned in the state, prosecutor, elected prosecutor or a federal special investigator who meets the qualifications below may use the address of the county courthouse in his or her county of residence or their business address, which may be in their home county or another county, as the residence address on the face of his or her DL or ID.

Qualifications

A peace officer, prosecutor, elected prosecutor or special investigator seeking to qualify for this program must:

- Meet all normal requirements to obtain a DL or ID;
- Apply in person for an original, renewal or replacement DL or ID (no online transactions);
- Surrender all other DLs or IDs, including those issued by another state;
- Provide the actual current residence address for department records and mailing purposes.

A peace officer must:

- Present his or her original letter or pocket card license issued by the Texas Commission on Law Enforcement (TCOLE); AND
- Present his or her peace officer identification card and badge issued by the employing agency.

A prosecutor must:

- Present a letter from the elected prosecutor for their office affirming employment.

An elected prosecutor must:

- Present Oath of Office documentation.

A special investigator must:

- Present his or her federal identification card and badge issued by the officer's employing agency.
- Present letter with required information if federal ID card cannot be copied or scanned.

AMERICAN OVERSIGHT

This program is NOT available to:

Officers from adjoining states or Commercial driver license holders.

Terms

If any of the following changes in status occur, the holder of a DL or ID under this program must apply for a replacement within 30 days.

- Cessation of employment as a peace officer, prosecutor, elected prosecutor or special investigator
- Name change
- Residence address change (this is specifically for department records and mailing purposes)

NOTE: This is an optional program and is not related to the alias program.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.1211. Driver's License for Peace Officer.
TEX. GOVERNMENT CODE ANN. §614.122. Peace Officers.
TEX. CODE OF CRIMINAL PROCEDURE ANN. §2.12. Who Are Peace Officers.
TEX. CODE OF CRIMINAL PROCEDURE ANN. §2.122. Special Investigators.

Relevant rules:

37 TEXAS ADMIN. CODE §15.25. Address.

W. Address Confidentiality Program

A victim of family violence, sexual assault and abuse, stalking or trafficking of persons may use a designated post office box address as the residence address on the face of his or her DL or ID. The applicant must present documentation from the Texas Attorney General to qualify for this program.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.

X. Federal, State Judge, U.S. Marshal or U.S. Attorney Alternative Address

A federal, state judge, U.S. Marshal or U.S. Attorney (including family members) may elect to use the address of the courthouse in which the judge works as the residence address on the face of his or her DL or ID.

A federal judge is defined in Election Code 1.005 (4-a) as:

- A judge, former judge, or retired judge of a United States court of appeals;
- A judge, former judge, or retired judge of a United States district court of appeals;
- A judge, former judge, or retired judge of United States bankruptcy court of appeals;
- A magistrate judge, former magistrate judge, or retired magistrate judge of a United States district court.

A state judge is defined in Election Code 1.005 (18-a) as:

- A judge, former judge, or retired judge of an appellate court, a district court, a constitutional county court, a county court at law, or a statutory probate court of this state;

AMERICAN OVERSIGHT

- An associate judge appointed under Chapter 201, Family Code, or a retired associate judge or former associate judge appointed under that chapter;
- A magistrate or associate judge appointed under Chapter 54 or 54A;
- A justice of the peace; or A municipal court judge.

A U.S Marshal is defined in U.S. Code 3002 (16) as:

- A United States Marshal, a deputy marshal, or an official of the United States Marshals Service designated under section 564.

A U.S. Attorney is defined in U.S. Code 3002 (1-A) as:

- A United States attorney, an assistant United States attorney designated to act on behalf of the United States attorney, or an attorney with the United States Department of Justice or with a Federal agency or has litigation authority.

To meet the proof of status requirements a federal, state judge, U.S. Marshal, U.S. Attorney or their family members must present the following:

Federal Judge – An official identification card issued by the Administrative Office of United States Courts.
State Judge – An official identification card issued by the Secretary of State.

U.S. Marshal – Federal Identification card and badge issued by the officer's employing agency or present letter with required information if federal ID card cannot be copied or scanned.

U.S. Attorney – A letter from the elected prosecutor for their office affirming employment or Oath of Office documentation.

> Note: Many municipal court judges and justices of the peace do not have Secretary of State-issued identification cards. These applicants (and their qualified spouses) may present the judge's business card along with additional documentation identifying the judge, issued by a state agency affiliated with the judiciary including; the Office of Court Administration, Office of the Attorney General, Secretary of State and Texas courts.

The Office of Court Administration provides a Texas Judicial Directory that may assist with confirmation of eligibility for the alternative address. The directory is published each April, but there are additional search options in the judicial directory database that are updated regularly.

Relevant statutes:

TEX. ELECTION CODE ANN. §1.005. Definitions.
TEX. TRANSP. CODE ANN. §521.001. Definitions.
TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

Y. Texas Department of Criminal Justice Inmate Address

An inmate in the care of the Texas Department of Criminal Justice (TDCJ) may use the address of the correctional or parole facility in which the inmate resides as the residence address on the face of his or her DL or ID.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1421. Inmate Identification Verification Pilot Program.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

AMERICAN OVERSIGHT

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

Z. Texas Juvenile Justice Division Offender Address

The Texas Juvenile Justice Division (TJJD) brings offenders to a DLO to apply for an ID before they are released to a halfway house or guardian. A TJJD offender applicant must:

- Use as the residence address the address of the halfway house or appointed guardian and Use as the mailing address, the address of the TJJD facility in which the offender is currently incarcerated.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1421. Inmate Identification Verification Pilot Program.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

AA. Organ Donation

An applicant for an original, renewal, replacement or modification of a DL or ID may indicate that he or she is willing to donate organs, tissues and eyes upon death. A minor may register as an organ donor, but a parent will make the final decision at the time of an un-emancipated minor's death. The LPS MUST ask the applicant "Would you like to register as an organ donor?" An imprint of a heart will appear on the face of a donor's DL or ID. The Donate Life Texas program is described further in the English and Spanish language brochures and posters that are required to be displayed in each driver license office.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.401. Statement of Gift.
TEX. TRANSP. CODE ANN. §521.402. Revocation of Statement of Gift.

BB. Organ Donor Revocation

A driver license or identification card holder who wishes to revoke his or her status as an organ donor must:

1. Apply to amend the card, paying the appropriate replacement fee. This removes the heart symbol from the face of the card
2. Direct Donate Life Texas in writing, by phone or online at www.donatelifetexas.org to remove him or her from the registry.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.401. Statement of Gift.
TEX. TRANSP. CODE ANN. §521.402. Revocation of Statement of Gift.

CC. Voter Registration

An applicant for an original, renewal, replacement or modification of a DL or ID may apply to register to vote at a DLO, online or by telephone if he or she is:

- Eligible to vote in Texas;
- A US citizen;
- A Texas resident; and At least 17 years and 10 months of age.

Note: If an applicant checks both the "yes" and "no" box on the application form and meets the requirements for voter registration, their application is submitted to the Secretary of State for voter registration.

AMERICA OVERSIGHT

Relevant statutes:

TEX. ELEC. CODE ANN. §11.002. Qualified Voter.
TEX. ELEC. CODE ANN. §20.063. Registration Procedures.

DD. Veteran/Disabled Veteran Indicator

A U.S. veteran applicant for an original, renewal, replacement or modification of a DL or ID may request that the card display his or her status as a veteran/disabled veteran and branch of service on the face of the card. There is no additional charge for this feature, but the veteran must pay the applicable fee for the new card.

Qualifications

A veteran seeking to qualify for the VETERAN indicator must:

- Have received an honorable or general under honorable circumstances discharge AND
- Present either an original or copy of one of the following documents that reflects an honorable or general under honorable circumstances discharge:
- DD-214
- DD-215
- NGB-22
- PHS1867
    - Block 19 of the PHS1867 form must show dates of military service, “Honorable” or “General under Honorable conditions” and order# or branch authority
- U.S. Department of Veterans Affairs Proof of Service/Verification of Honorable Service Card
    - The US Department of Veterans Affairs no longer issues Proof of Service/Verification of Honorable Service cards and customers should not be directed to obtain them. However, DLOs may continue to accept existing Proof of Service/Verification of Honorable Service cards for obtaining a veteran indicator.
- U.S. Department of Veteran Affairs disability letter
- A Texas concealed handgun license (CHL) or license to carry (LTC) with a veteran designator
- Veterans Identification Card (VIC)
    - Available only to Veterans with honorable service. Available from the US Department of Veteran Affairs, this card includes the Veteran’s photograph.
    - Effective September 2022, the VA began issuing only digital versions of the VIC to qualifying Veterans. DLO's may continue to receive the physical cards previously issued and still valid or the digital version presented on a customer's phone. Either option is acceptable to obtain a veteran indicator.

Note: Any document not listed above must be approved through the chain of command.

A disabled veteran who is at least fifty percent (50%) disabled or forty percent (40%) disabled with a lower extremity amputation seeking to have the Disabled Veteran (DV) indicator, in addition to the above requirements to present proof of honorable or general under honorable conditions discharge, must present the U.S. Department of Veteran Affairs disability letter showing the eligible disability rating.

All Veteran/Disabled Veteran applicants may have the branch of service displayed on the license by checking the appropriate space on the application. Displaying branch of service is optional – Veterans /Disabled Veterans receiving an indicator are not required to have the branch of service included.



Note: The disability rating for the DV indicator is different than the fee waiver, which is sixty percent (60%).

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.1235. Designator on License Issued to Veteran.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

EE. Original License, Generally

An applicant who has never had a Texas DL must apply for an original DL. If an applicant’s Texas DL has been expired for more than two years, he or she must apply for an original license and pass all required examinations (unless the military exception is appropriate).

An original driver license can be a:

- Driver license
- Learner license
- Provisional license
- Hardship license
- Commercial driver license
- Motorcycle license
- Military issued armed forces license for privately owned vehicle

AMERICAN OVERSIGHT

- Requires a knowledge exam

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

FF. Original License, Requirements

An applicant for an original license must:

- Apply in person at a Texas DLO;
- Complete the Application for Texas Driver License or Identification Card (DL-14A) for adults or DL-14B for minors;
- Either (1) present and surrender any valid noncommercial driver license(s) or noncommercial license not expired over two years issued by another state, the District of Columbia, a U.S. territory, a province of Canada, or a country with which the United States has full reciprocity OR (2) submit a Receipt for Surrendered License (DL-2). If the license is from a country with driver license issuance reciprocity, the applicant is not required to surrender the license but must then pass all of the applicable exams.
- Surrender their valid Texas identification card, if applicable
- Present documentation sufficient to prove identity;
- Present a Social Security Affidavit (DL-13) or the applicant's Social Security number for verification through SSOLV;
- Present documentation sufficient to prove either US citizenship or lawful presence;
- Present documentation sufficient to prove Texas residency;
- Pay the appropriate fee;
- Pass the vision test;
- Pass the knowledge test, if required;
- Pass the skills test (not required for issuance of a learner license); **AND**
- Present either:
    1. Proof of Texas vehicle registration (only if a new Texas resident) and evidence of financial responsibility OR
    2. Affirm on the application that the applicant does not own a motor vehicle.
    3. Applicants surrendering an out-of-state DL are required to prove vehicle registration and residency. This applies to applicants who previously held a Texas DL, regardless of whether it is eligible for renewal or expired over two years. Military exceptions apply. Follow the exceptions policy for extenuating circumstances regarding proof of vehicle registration for returning residents.
- Applicants returning to Texas who are surrendering an out-of-state DL but still have a valid record in DLS (not expired over two years) with established lawful presence, identity, and SSN are not required to re-establish unless there have been changes to the information requiring presentation of new documents.
    - New Texas residents who surrender their out-of-state DL for a TX ID but come back later for a TX DL may be eligible for a TX DL without testing if the out-of-state DL can be evaluated through PDPS or S2S. If the out-of-state DL cannot be evaluated for validity, the applicant will have to retest.

An applicant aged 15 to 24 must ALSO:

Present the completed driver education course completion certificate applicable to the type of driver education course taken unless the applicant presents and surrenders a valid license issued by another state, the District of Columbia, a US territory, a province of Canada or a country with full driver license issuance reciprocity.

For more information regarding Driver Education requirements, please see the Driver Education policies.

Military Driver Education

A driver education course completion certificate issued by the U.S. military may be accepted in lieu of a state approved course certificate if:

1. It demonstrates that the course meets or exceeds the state requirements for driver education AND
2. The applicant is 18 or older.

Note: The applicant must take the knowledge test.

An applicant aged 15 to 17 must ALSO:

1. Be accompanied by a parent or legal guardian or bring the notarized application signed by the parent or guardian
2. Present either:
    - A high school diploma or its equivalent

AMERICAN OVERSIGHT

- Either a:
  - Verification of Enrollment and Attendance (DL-104) form (or predecessor document);
  - Letter with the same information as the DL-104, if the student is home schooled OR
  - Report card with attendance information, computer generated attendance information or other acceptable attendance documentation during school closures.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.1426. Domicile Requirement; Verification.
TEX. TRANSP. CODE ANN. §521.144. Application by New State Resident.
TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.
TEX. TRANSP. CODE ANN. §521.1601. Driver Education Required.
TEX. TRANSP. CODE ANN. §521.165. Testing by other Entities.
TEX. TRANSP. CODE ANN. §521.1655. Testing by Driver Education School.
TEX. TRANSP. CODE ANN. §521.167. Waiver of Certain Education and Examination Requirements.
TEX. TRANSP. CODE ANN. § 521.204. Restrictions on Minor.
TEX. TRANSP. CODE ANN. §521.183. Surrender of Driver's License or Personal Identification Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.5. Learner License.
37 TEXAS ADMIN. CODE §15.28. Learner, Provisional and Hardship License Requirements.
37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.27. Issuance Requirements for Minor Driver License Applicants.
37 TEXAS ADMIN. CODE § 15.29. Alternative Methods for Driver License Transactions.
37 TEXAS ADMIN. CODE §15.42. Social Security Number.
37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.
37 TEXAS ADMIN. CODE §15.49. Proof of Domicile.
37 TEXAS ADMIN. CODE §15.55. Waiver of Knowledge and/or Skills Tests.
37 TEXAS ADMIN. CODE §15.40. Application Fee.

GG. Original Identification Card, Requirements

An applicant for an ID must:

- Apply in person at a Texas DLO;
- Complete the Application for Texas Driver License or Identification Card (DL-14A) for adults or (DL-14B) for minors;
- Present documentation sufficient to prove identity;
- Present documentation sufficient to prove either US citizenship or lawful presence;
- Present either the Social Security Affidavit (DL-13) or the applicant's SSN for verification through SSOLV;
- Present either the affidavit or documentation sufficient to verify the applicant's SSN;
- Present documentation sufficient to prove Texas residency;
- Surrender their valid Texas DL, if applicable; AND
- Pay the appropriate fee.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.422. Personal Identification Certificate Fee.
TEX. TRANSP. CODE ANN. §521.183. Surrender of Driver's License or Personal Identification Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.

HH. Original Election Identification Certificate, Requirements

Eligibility
To be eligible for an EIC, an applicant must be:

- A U.S. citizen;
- A Texas resident;

AMERICAN OVERSIGHT

- 17 years and 10 months or older; AND
- Eligible to vote in Texas AND either:
    1. Present a valid voter registration card OR
    2. Submit a voter registration application to the department.

A holder of an out of state DL or ID may be issued an EIC if they meet all eligibility criteria (i.e. out of state student attending university, etc.).

A holder of a Texas DL, Texas ID, U.S. military identification card, U.S. citizenship certificate containing a photograph, valid, unexpired U.S. passport book or U.S. passport card, or concealed handgun license /license to carry is ineligible for an EIC if the document is unexpired or has been expired less than four years.

> Note: An applicant with a Texas DL that has a status of “not eligible” may apply for an EIC if they no longer have possession of the DL, do not have a valid ID, and meet all other EIC issuance requirements.

Requirements

An applicant for an original EIC must:

- Be eligible.
- Apply in person at a Texas driver license office.
- Complete the application in its entirety.
- Present documentation sufficient to prove identity;
- Present documentation sufficient to prove U.S. citizenship; AND
- Either:
    - Present documentation sufficient to prove Texas voter registration OR
    - Register to vote.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521a. Election Identification Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

II. License or ID Renewal, Generally

An eligible driver license or identification card holder may renew the card through any of the following methods:

- In person at a DLO
- Online, if eligible
- By mail (address on application), if eligible
- By telephone at 866-DL RENEW (866-357-3639), if eligible

Renewal period

- Most DL/ID holders may renew their DL or ID up to two years prior to or two years after its expiration date. CDL holders may only renew up to one year prior to expiration date per federal regulations.
- A provisional license holder may renew his or her DL up to 30 days prior to its expiration.
    - A “regular” DL in the vertical format for persons under age 21 will be issued instead of a provisional license. The eight-year driver license expiration date on the front of the card will extend beyond the G restriction expiration date on the back of the card (the day of the driver’s 18th birthday) as required by law.
- A card holder who is registered as a sex offender, terrorist offender or as a trafficker of persons and issued a one year license, may renew his or her driver license or identification card up to 60 days before its expiration.
- A card holder who is issued a DL, ID or CDL through a memorandum of understanding (MOU) with Texas Civil Commitment Office may renew according to the MOU.
- A card holder who is issued a DL, ID or CDL through the memorandum of understanding (MOU) with the Texas Department of Criminal Justice or Texas Juvenile Justice Department may renew according to the MOU.
- A card holder who is aged 85 and older and issued a two year license, may renew his or her DL or ID up to 180 days before its expiration.

Occupational license holder

An occupational license not expired for more than two years bridges the gap in the interim if the regular license that was suspended, revoked or disqualified has been expired for more than two years. If the occupational license was issued more than two years after the regular license expiration, the applicant is required to complete all examinations to receive the occupational license. Therefore, the holder of an

AMERICAN OVERSIGHT

occupational license not expired for more than two years may apply for a renewal instead of an original license when his or her regular license becomes eligible again. The applicant must meet any other licensing requirements not previously verified including identity, SSN, citizenship, lawful presence, and Texas residency; however, the applicant is not required to complete the knowledge and skills examinations.

Relevant statutes:

PENAL CODE, CHAPTER 20A. Trafficking of Persons.
CODE OF CRIMINAL PROCEDURE, CHAPTER 62. Sex Offender Registration Program.
CODE OF CRIMINAL PROCEDURE, CHAPTER 65. Terrorist Offender Registration Program.
TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.103. Expiration and Renewal Requirements for Certain Sex Offenders.
TEX. TRANSP. CODE ANN. §521.104. Renewal by Mail or Electronic Means.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.271. License Expiration.
TEX. TRANSP. CODE ANN. §521.2711. License Expiration: Person at Least 85 Years of Age.
TEX. TRANSP. CODE ANN. §521.272. Renewal of License Issued to Certain Sex Offenders.
TEX. TRANSP. CODE ANN. §521.274. Renewal by Mail or Electronic Means.
TEX. TRANSP. CODE ANN. §521.183. Surrender of Driver's License or Personal Identification Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.32. Expiration Date on Expired License.
37 TEXAS ADMIN. CODE §15.33. Renewal of Texas License with Validity Period Extended by Military Service.
37 TEXAS ADMIN. CODE §15.34. Renewal Period Prior to Expiration.
37 TEXAS ADMIN. CODE §15.35. Renewal of a Texas Driver License Expired over Two Years.

JJ. License or ID Renewal, In Person

An applicant is not eligible to have both a Texas DL and ID. An applicant may only renew either their Texas DL or ID and must surrender the other and complete the Voluntary Surrender of License/ID card (DL-174) at the time of renewal.

- Proof of Texas residency is required for renewals and duplicates in the following situations:
  - Applicants using an out of state mailing address;
  - Applicants presenting an out of state ID as proof of identity to obtain a duplicate Texas ID
  - Applicants who tell you they are not Texas residents.

If you have concerns that an applicant for a DL/ID renewal or duplicate is not a Texas resident, consult your chain of command to determine if it is appropriate to require proof of Texas residency.

A non-military applicant for a renewal DL or ID must:

- Complete the Application for a Texas Driver License or Identification Card (DL-14A) for adults or (DL-14B) for minors;
- Present one piece of primary, secondary or supporting documentation sufficient to prove identity;
- Present documentation sufficient to prove either US citizenship or lawful presence ONLY IF US citizenship has not been previously established;
- Present either the Social Security Affidavit (DL-13) or the applicant's SSN for verification through SSOLV *ONLY IF the SSN was not previously established;
  - Note: If an applicant previously presented an affidavit and their SSN status has not changed, a new affidavit must be completed.
- Pay the appropriate fee; AND
- Pass the vision test (Driver License only).

A provisional license holder who is younger than 17 years and 11 months old must also present EITHER:

- A high school diploma or its equivalent; OR
- A completed Verification of Enrollment and Attendance (DL-104) or its acceptable equivalent, if not previously presented for learner license issuance. See Driver Education Policies for more information about VOE requirements.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.103. Expiration and Renewal Requirements for Certain Sex Offenders.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.271. License Expiration.
TEX. TRANSP. CODE ANN. §521.2711. License Expiration: Person at Least 85 Years of Age.
TEX. TRANSP. CODE ANN. §521.272. Renewal of License Issued to Certain Sex Offenders.

AMERICAN OVERSIGHT

Relevant rules:

37 TEXAS ADMIN. CODE §15.32. Expiration Date on Expired License.
37 TEXAS ADMIN. CODE §15.33. Renewal of Texas License with Validity Period Extended by Military Service.
37 TEXAS ADMIN. CODE §15.34. Renewal Period Prior to Expiration.
37 TEXAS ADMIN. CODE §15.35. Renewal of a Texas Driver License Expired over Two Years.

KK. License or ID Renewal, Online and Telephone

A DL or ID holder may apply for a renewal online or by telephone ONLY IF the applicant:

- Holds the most recent card with the full audit number intact. If a customer does not have the most current audit number they must renew in the driver license office.
- Renewed in person at a DLO in the previous renewal period;
- Holds a Class C or CM DL or eligible Class A, AM, B, BM, C and CM CDLs (CDLs cannot be renewed using the legacy application (Texas.gov) or by phone);
- Holds a card that expires in less than two years or has not been expired for two years or more;
- Is at least 18 years of age, and the DL is not provisional more than 60 days prior to the 18th birthday or a learner license (provisional and learner license cannot be renewed using the legacy application (Texas.gov) or by phone);
- Is younger than 79 years of age;
- Has not experienced a change in vision or physical or mental condition;
- Holds a license that has not been suspended or revoked and carries no warrants or unpaid tickets;
- Has a Social Security number already on file;
- Is a US citizen
- Pays the appropriate fee.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.104. Renewal by Mail or Electronic Means.
TEX. TRANSP. CODE ANN. §521.103. Expiration and Renewal Requirements for Certain Sex Offenders.

Relevant rules:

37 TEXAS ADMIN. CODE §15.29. Alternative Methods for Driver License Transactions.
37 TEXAS ADMIN. CODE §15.31. Out-of-State Renewals.
37 TEXAS ADMIN. CODE §15.32. Expiration Date on Expired License.
37 TEXAS ADMIN. CODE §15.35. Renewal Period Prior to Expiration.

LL. License Renewal/Expiration, Military

Driver license issuance

An applicant with a valid US military license seeking a Texas DL for the same or lower class license must take the knowledge and vision tests and pay the fee but does not have to take the skills test.

Expiration

The otherwise valid Texas DL of a member of the armed forces does not expire while the person is absent from the state for military service until the earlier of 90 days from:

- The date of his or her discharge
- The date of his or her return to the state.

Renewal

Military personnel renewing a DL or ID that is extended more than two years beyond the original expiration date must present:

- The extended DL
- DD-214 or service separation orders. The military personnel must appear in a DLO within 90 days of the date of separation listed on their documentation.

Residency

A member of the armed forces, their spouse and dependents, who hold a Texas DL based on a Texas residence established prior to leaving the state with the military, may use a residence outside the state for the purpose of license renewal.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.028. Effect of Military Service on License Requirement.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.274. Renewal by Mail or Electronic Means.

Relevant rules:

AMERICAN OVERSIGHT

37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.31. Out-of-State Renewals.
37 TEXAS ADMIN. CODE §15.33. Renewal of Texas License with Validity Period Extended by Military Service.

MM. License Renewal, Out-of-State

An eligible DL holder who is out of state may renew his or her license by mail upon submitting all of the required documentation below (the DL-16P, Out of State Packet is available in the DPS Forms Repository):

- Proof of Texas residence
- Texas Driver License or Identification Card Application (DL-14A) for adults
- Explanation for Eye Specialist (DL-63)
- Social Security number, if required
- Proof of lawful status, if required
- Federally issued identification credentials, if required
- Military or Federally issued orders assigning the individual outside of Texas, if required
- The appropriate fee
- (If renewing Class A or B non-commercial driver license) Vehicle Exemption Certification (CDL-2)
- Active duty military personnel whose driver license has been expired for more than two years must submit an Application for Texas Driver License or Identification Card (DL-14A) completed as an original applicant to reestablish the license. Military spouses and dependents may reestablish if the license has been expired for more than two (2) years.

Scenario	Eligible	Ineligible
Employed by the federal government or a corporation with a direct contract with the federal government and possesses a federal or military order and federally issued credentials.	X	
Actively serving in the armed forces, spouses and dependents possessing a driver license based on an established Texas residence. May or may not have a Texas residence.	X	
Scenario	**Eligible**	**Ineligible**
Retired from the armed forces and has maintained a Texas residence.	X	
Persons retired from the armed forces who have not maintained a Texas residence.		X
Moved out of state for non-federal or non-military employment and has not maintained a Texas address.		X
Employed by a corporation that has a subcontract with the federal government without a federal or military order or federally issued credentials and has maintained a Texas residence.	X	
Employed by a corporation with a subcontract with the federal government, without a federal or military order or federally issued credentials, and has not maintained a Texas residence.		X

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.028. Effect of Military Service on License Requirement.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.274. Renewal by Mail or Electronic Means.

Relevant rules:

37 TEXAS ADMIN. CODE §15.31. Out-of-State Renewals.
37 TEXAS ADMIN. CODE §15.33. Renewal of Texas License with Validity Period Extended by Military Service.
37 TEXAS ADMIN. CODE §15.35. Renewal of a Texas Driver License Expired over Two Years.

Other authority:

S. 475--111th Congress: Military Spouses Residency Relief Act. (2009)

NN. Replacement License, Generally

A replacement DL or ID transaction occurs when the holder changes personal information outside of the renewal period. An applicant must apply for a replacement DL or ID within 30 days if

AMERICAN OVERSIGHT

- Any of the following changes:
  - Name
  - Address
  - Date of birth
  - Any other pertinent information
- The card is lost, destroyed, marred or mutilated
- The holder has an out-of-state, no-photo license and returns to Texas, before or after the 45-day grace period.

If the applicant holds both a DL and ID, the record must be combined in the Driver License System (DLS) and the applicant must surrender the card with the obsolete information.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.054. Notice of Change of Address or Name.
TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.146. Application for Duplicate License or Certificate.
TEX. TRANSP. CODE ANN. §522.032. Change of Name or Address of License or Permit Holder; Offense.
TEX. TRANSP. CODE ANN. §521.183. Surrender of Driver's License or Personal Identification Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.36. Applications for Duplicates and Corrections.

OO. Replacement License, Requirements

An applicant for a replacement DL or ID must:

- Complete the Texas Driver License or Identification Card Application (DL-14A) for adults or (DL-14B) for minors;
- Present one piece of primary, secondary, or supporting documentation sufficient to prove identity;
- Present documentation sufficient to prove either US citizenship or lawful presence only if the applicant has not previously established US citizenship;
- Present either the Social Security Affidavit (DL-13) or the applicant's SSN for verification through SSOLV;
- Pay the appropriate fee;
- Present documentation verifying the applicant's former and new names, gender or other information to be changed, if applicable; AND
- Present a court order if the applicant is a victim of domestic abuse and is changing his or her card number and/or personal information.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.054. Notice of Change of Address or Name.
TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.146. Application for Duplicate License or Certificate.
TEX. TRANSP. CODE ANN. § 521.275. Change of Driver's License or Personal Identification Certificate Number.

Relevant rules:

37 TEXAS ADMIN. CODE §15.36. Applications for Duplicates and Corrections.

PP. Replacement License, Name Change or Correction

Name Change

A DL or ID holder seeking to change his or her name must apply for a replacement card. The following are valid reasons for changing the name.

- Marriage
- Divorce
- Annulment
- Desire to revert to a formerly established name
- Court order or Certificate of Naturalization verifying name change

The DL or ID holder must present one of the following documents to facilitate a name change. The application for a name change does not need to coincide with any particular life-changing event.

- Marriage certificate
- Divorce decree

AMERICAN OVERSIGHT

- Original or certified copy of a birth certificate
- Court order
- Department of State Health Services (DSHS) marriage verification letter
- Certificate of Naturalization (Form N-550, N-570 or N-578) verifying name change
- Valid, unexpired U.S. passport book or U.S. passport card

Note: A previously issued Texas DL/ID that can be verified through DLS, may be used to revert to a former name, if no other acceptable documentation can be provided.

An applicant may choose to use any birth surname, adopt the surname of a spouse, adopt the surname of a previous spouse, or adopt a hyphenated version of his/her surname and a spouse's surname. If a married applicant elects not to adopt a spouse's surname, the name will be listed as if unmarried on the application. If an applicant elects to adopt a spouse's surname, the application should list married name, first name, and middle name, or the applicant's birth surname may be used in lieu of middle name at the option of the applicant. An applicant with multiple surnames may choose the surname that is used. An applicant with a hyphenated surname may choose to use only one of the names as a surname. The first name of the applicant must be used as the first name on the application and on the transaction card, even if the applicant normally uses a middle name as the given name. Middle names will not be substituted for first names.

- When a change of name occurs as a result of marriage, divorce, annulment, or by the death of a spouse, the licensee may choose to keep the married name, revert to the birth surname, or adopt a previous spouse's surname. If the name is changed for reasons other than those set out in this subparagraph, a valid, unexpired U.S. passport book or U.S. passport card or a court order from a court of record verifying such change is required and the name shown on the order is acceptable.
- Persons who are currently licensed and request that they be allowed to change their name may apply for a duplicate and exercise the same privilege in name selection as an original applicant.

Foreign language names will be spelled as they appear on the identification documents presented. For example, Perez, Juan must be used on the license or certificate. The English version (Perez, John) will not be substituted for the actual name. Ecclesiastical names such as Brother Thomas, Sister Mary, or Father Kelly are not used.

Note: A Texas DL or ID holder whose card has displayed an anglicized name for more than 20 years but whose documentation is not anglicized may continue to use the name that is currently displayed.

Name Corrections

A name correction may be performed if a DL or ID has an erroneous entry of an applicant's name. If an applicant fills out the application correctly and provides acceptable documentation, and a LPS incorrectly enters the name, i.e. a typo, a name correction may be done without the applicant presenting any additional identity documents or paying a fee.

The name written on the application must match the identity documents presented at the time of application. If there is a discrepancy between documents, the applicant must present alternate documents with the appropriate name or obtain corrected documents from the originating agency. Also, the presented name must resolve with the Systematic Alien Verification of Entitlements (SAVE).

Example: An individual applies for an original DL and presents documentation with a last name of "Gonzales" listed. The applicant lists "Gonzales" on the application, and the LPS correctly enters the name as it appears on the application and matching documentation. The applicant is issued a license with the last name "Gonzales". Later, the originating agency re-issues the applicant corrected documentation listing the last name as "Gonzalez". The applicant takes the documentation, sent by the originating agency, and presents it at the DL office for a name correction. As long as the name verifies through SAVE, proceed with the transaction and issue the modification, with the applicable fee.

Note: A Correction No Fee is done for a name correction in the case of a clerical error made by the LPS at the time of application.

If an applicant requests a name correction and the cause of the error cannot be determined, consult a supervisor.

Relevant statutes:

AMERICAN OVERSIGHT

TEX. TRANSP. CODE ANN. §521.054. Notice of Change of Address or Name.
TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.146. Application for Duplicate License or Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.23. Names.
37 TEXAS ADMIN. CODE §15.36. Applications for Duplicates and Corrections.

QQ. Modification of License

A modification of DL may occur outside the renewal period with:

- A change in license restriction or endorsement OR
- An addition or change in class of license.

Requirements

To modify a DL, an applicant must:

- Complete the Texas Driver License or Identification Card Application (DL-14A) for adults or (DL-14B) for minors;
- Present one piece of primary, secondary, or supporting documentation sufficient to prove identity;
- Present documentation sufficient to prove either US citizenship or lawful presence only if US citizenship was not previously established;
- Pass any applicable exam; AND
- Pay the appropriate fee.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.146. Application for Duplicate License or Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.36. Applications for Duplicates and Corrections.

RR. Restrictions and Endorsements

Restrictions and endorsements change the circumstances under which an individual may operate a motor vehicle. Depending on the type of endorsement, an applicant may be required to provide additional information, complete a separate application or pass a test specific to the type of endorsement sought or restriction removed.

Restrictions and endorsements may relate to:

- The type of motor vehicle the license holder may drive;
- A special mechanical control required on the vehicle;
- A special mechanical control required on the driver such as a prosthesis;
- A restricted area, location or road on which the applicant may drive;
- A restricted time of day during which the applicant may drive; OR
- Any other condition imposed to ensure safe driving.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.221. Imposition of Special Restrictions and Endorsements.
TEX. TRANSP. CODE ANN. §521.224. Restricted Class M License.

Relevant rules:

37 TEXAS ADMIN. CODE §15.57. Restrictions, Physical.

SS. Advance or Additional License Class

A license holder may change to a class of license permitting the operation of a different class of vehicle but must take any exams applicable to the new license.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.161. Examination of License Applicants.
TEX. TRANSP. CODE ANN. §521.421. License Fees; Examination Fees.
TEX. TRANSP. CODE ANN. §522.029. Fees.

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Relevant rules:

37 TEXAS ADMIN. CODE §15.60. Advance in Class License.

Note: Approval of documentation not in this policy may be pursued under special circumstances. In these cases, please consult your Chain of Command.

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Election Identification Certificates

KNOWLEDGE BASE

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Texas Election Identification Certificate Overview

The Department of Public Safety will issue Texas Election Identification Certificates to persons who are obtaining one for the purpose of voting and **do not** have another form of photo identification acceptable for election purposes.

- The Texas Election Identification Certificate will be issued at no charge to applicants who meet the eligibility requirements.
- The Texas Election Identification Certificate is to be used for election purposes only and cannot be used as an identification card.



Persons Not Eligible

Persons who have been issued any of the following documents which may be used for election purposes:

- Texas Driver License (includes occupational license with photograph) – unexpired or expired less than 4 years.
- Texas Identification Card – unexpired or expired less than 4 years.
- Texas License to Carry (LTC) – unexpired or expired less than 4 years.
- United States military identification card containing the person's photograph.
- Unexpired U.S. passport book or card or expired less than 4 years.
- United States citizenship certificate containing the person's photograph.
- Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).

Persons Who Are Eligible

The department shall issue an Election Identification Certificate upon request to persons who **do not** hav e one of the forms of acceptable photo identification listed above, and are:

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Table Of Contents

- Texas Election Identification Certificate Overview
- Persons Not Eligible
- Persons Who Are Eligible
- How to Apply for Election Identification Certificate
  - Election Identification Certificate Application Form
  - Transaction Requirements List
- EIC Data Collection Update
- Resources
- Training Modules

Information Releases

IR 25 - 043 Voters Registration Procedures

IR 22 - 044 Revised DL-14A/AS and DL-14C/CS

IR 22 - 010 EIC Data Collection Update

IR 21 - 055 DLS Release 4.19.2 Card Revision Date and Photo Update

Forms and Documents

DL-14C

DL-14A

DL-14B

CDL-1

DL-57

Policy Documents

Application Policies

Training Modules

29 Election Identification Certificates

(EIC) Training for Other Entities

- A registered voter in Texas and present a valid voter registration card or are eligible to vote and request or submit a voter registration application to the department.
- A United States citizen.
- A resident of Texas, who is 17 years and 10 months or older.

An applicant with a Texas driver license that has a status of “not eligible” may apply for an EIC if they no longer have possession of the driver license, do not have a valid ID, and meet all other EIC issuance requirements.

Although a person must be a Texas resident; proof of residency is not required in order to obtain an Election Identification Certificate.

How to Apply for Election Identification Certificate

To apply for the Texas Election Identification Certificate the person must:

- Visit a Texas driver license office or designated EIC processing facility (specific dates/times).
- Bring documents to verify U.S. citizenship.
- Bring documents that meet the department’s identification policy.
    - SSN, SSN Affidavit, or Texas Residency are not required.
- Present voter registration card or request voter registration application.
- Request and complete an application for the Texas Election Identification Certificate.

Election Identification Certificate Application Form

The person applying for the Texas Election Identification Certificate will complete and sign front page of form DL-14C or 14CS. The back of the application includes eligibility requirements for obtaining the Election Identification Certificate.

Related Information

Election Identification Certificate

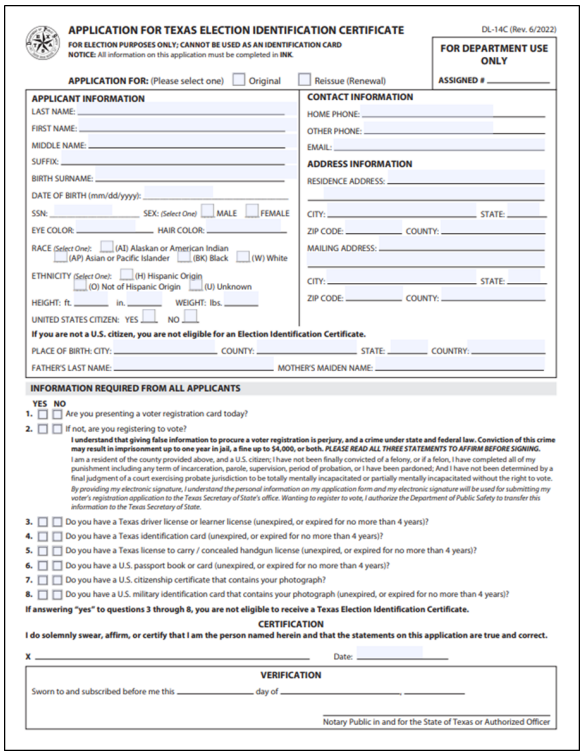
Steps for Processing an Election Identification Certificate

Resources

Texas Administrative Code, Title 37 Part 1

Driver License Application Policy

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APPLICATION FOR TEXAS ELECTION IDENTIFICATION CERTIFICATE DL-14C (Rev. 6/2022)

FOR ELECTION PURPOSES ONLY; CANNOT BE USED AS AN IDENTIFICATION CARD
NOTICE: All information on this application must be completed in **INK**.

FOR DEPARTMENT USE ONLY
ASSIGNED # _____

APPLICATION FOR: (Please select one) ☐ Original ☐ Reissue (Renewal)

APPLICANT INFORMATION
LAST NAME: _____
FIRST NAME: _____
MIDDLE NAME: _____
SUFFIX: _____
BIRTH SURNAME: _____
DATE OF BIRTH (mm/dd/yyyy): _____
SSN: _____ SEX: (Select One) ☐ MALE ☐ FEMALE
EYE COLOR: _____ HAIR COLOR: _____
RACE (Select One): ☐ (AI) Alaskan or American Indian ☐ (AP) Asian or Pacific Islander ☐ (BK) Black ☐ (W) White
ETHNICITY (Select One): ☐ (H) Hispanic Origin ☐ (O) Not of Hispanic Origin ☐ (U) Unknown
HEIGHT: ft. _____ in. _____ WEIGHT: lbs. _____
UNITED STATES CITIZEN: YES ☐ NO ☐

CONTACT INFORMATION
HOME PHONE: _____
OTHER PHONE: _____
EMAIL: _____

ADDRESS INFORMATION
RESIDENCE ADDRESS: _____
CITY: _____ STATE: _____
ZIP CODE: _____ COUNTY: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____
ZIP CODE: _____ COUNTY: _____

If you are not a U.S. citizen, you are not eligible for an Election Identification Certificate.
PLACE OF BIRTH: CITY: _____ COUNTY: _____ STATE: _____ COUNTRY: _____
FATHER'S LAST NAME: _____ MOTHER'S MAIDEN NAME: _____

INFORMATION REQUIRED FROM ALL APPLICANTS

YES NO
1. ☐ ☐ Are you presenting a voter registration card today?
2. ☐ ☐ If not, are you registering to vote?

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both. *PLEASE READ ALL THREE STATEMENTS TO AFFIRM BEFORE SIGNING.*
I am a resident of the county provided above, and a U.S. citizen; I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; And I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.
By providing my electronic signature, I understand the personal information on my application form and my electronic signature will be used for submitting my voter's registration application to the Texas Secretary of State's office. Wanting to register to vote, I authorize the Department of Public Safety to transfer this information to the Texas Secretary of State.

3. ☐ ☐ Do you have a Texas driver license or learner license (unexpired, or expired for no more than 4 years)?
4. ☐ ☐ Do you have a Texas identification card (unexpired, or expired for no more than 4 years)?
5. ☐ ☐ Do you have a Texas license to carry / concealed handgun license (unexpired, or expired for no more than 4 years)?
6. ☐ ☐ Do you have a U.S. passport book or card (unexpired, or expired for no more than 4 years)?
7. ☐ ☐ Do you have a U.S. citizenship certificate that contains your photograph?
8. ☐ ☐ Do you have a U.S. military identification card that contains your photograph (unexpired, or expired for no more than 4 years)?

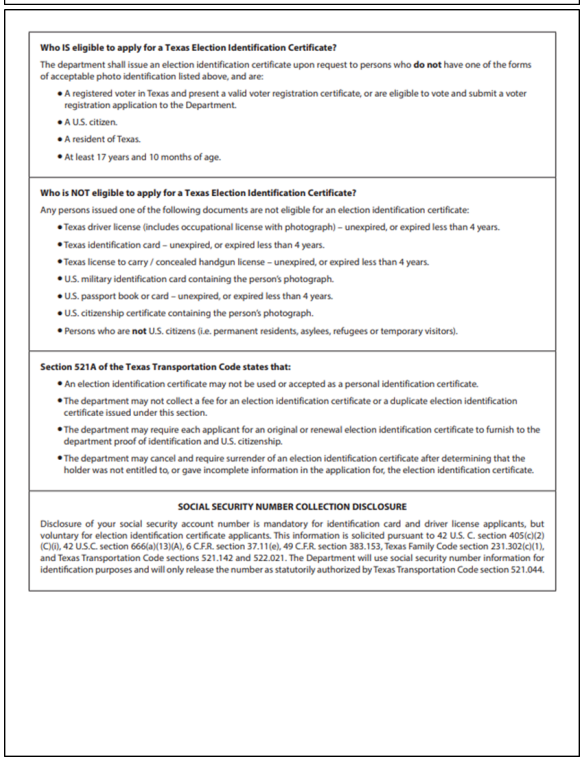
If answering "yes" to questions 3 through 8, you are not eligible to receive a Texas Election Identification Certificate.

CERTIFICATION
I do solemnly swear, affirm, or certify that I am the person named herein and that the statements on this application are true and correct.

X _____ Date: _____

VERIFICATION
Sworn to and subscribed before me this _____ day of _____, _____

_____
Notary Public in and for the State of Texas or Authorized Officer



Who IS eligible to apply for a Texas Election Identification Certificate?

The department shall issue an election identification certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:

- A registered voter in Texas and present a valid voter registration certificate, or are eligible to vote and submit a voter registration application to the Department.
- A U.S. citizen.
- A resident of Texas.
- At least 17 years and 10 months of age.

Who is NOT eligible to apply for a Texas Election Identification Certificate?

Any persons issued one of the following documents are not eligible for an election identification certificate:

- Texas driver license (includes occupational license with photograph) – unexpired, or expired less than 4 years.
- Texas identification card – unexpired, or expired less than 4 years.
- Texas license to carry / concealed handgun license – unexpired, or expired less than 4 years.
- U.S. military identification card containing the person's photograph.
- U.S. passport book or card – unexpired, or expired less than 4 years.
- U.S. citizenship certificate containing the person's photograph.
- Persons who are **not** U.S. citizens (i.e. permanent residents, asylees, refugees or temporary visitors).

Section 521A of the Texas Transportation Code states that:

- An election identification certificate may not be used or accepted as a personal identification certificate.
- The department may not collect a fee for an election identification certificate or a duplicate election identification certificate issued under this section.
- The department may require each applicant for an original or renewal election identification certificate to furnish to the department proof of identification and U.S. citizenship.
- The department may cancel and require surrender of an election identification certificate after determining that the holder was not entitled to, or gave incomplete information in the application for, the election identification certificate.

SOCIAL SECURITY NUMBER COLLECTION DISCLOSURE

Disclosure of your social security account number is mandatory for identification card and driver license applicants, but voluntary for election identification certificate applicants. This information is solicited pursuant to 42 U.S. C. section 405(c)(2)(C)(i), 42 U.S.C. section 666(a)(13)(A), 6 C.F.R. section 37.11(e), 49 C.F.R. section 383.153, Texas Family Code section 231.302(c)(1), and Texas Transportation Code sections 521.142 and 522.021. The Department will use social security number information for identification purposes and will only release the number as statutorily authorized by Texas Transportation Code section 521.044.

Transaction Requirements List

- Must have never been issued an EIC or have an EIC that has been expired more than 60 days.
- Must apply in person at a Texas driver license office.
- Must complete the DL-14C.
- Must present documentation sufficient to prove identity.
- Must present documentation sufficient to prove US citizenship.
- Must present a valid voter registration card.
- Must not have another form of acceptable voter identification that is unexpired or expired less than 60 days.
    - Texas DL (Expired within 4 years)

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    - Texas ID (Expired within 4 years)
    - US military identification card (Expired within 4 years)
    - US citizenship certificate with a photograph
    - US Passport (Expired within 4 years)
    - Texas Concealed handgun license (CHL) or License to Carry (LTC)
- An EIC is issued free of charge.

- Must have an unexpired EIC that will expire in less than 2 years or an expired EIC that has been expired less than 2 years.
- Must apply in person at a driver license office.
- Must complete the DL-14C.
- Must present documentation sufficient to prove identity.
- Must present documentation sufficient to prove US citizenship.
- Proof of Texas residency is NOT required.
- Must present a valid voter registration card if any information has changed.
- An EIC is issued free of charge.

- Must have an unexpired EIC that will expire in more than 2 years; expiration date does not change on a replacement.
- Must apply in person at a driver license office.
- Must complete the DL-14C.
- Must present documentation sufficient to prove identity.
- Must present documentation sufficient to prove US citizenship.
- Proof of Texas residency is NOT required.
- Must present a valid voter registration card if any information has changed.
- An EIC is issued free of charge.

Additional Information

Election Code, Section 63.009 allows “A voter who does not present a voter registration certificate when offering to vote, and whose name is not on the list of registered voters for the precinct in which the voter is offering to vote, shall be accepted for provisional voting if the voter executes an affidavit in accordance with Section 63.011.”

EIC Data Collection Update

The Election Identification Certificate (EIC) data collection SharePoint site has a new look with a revised EIC Applicant form. The office field drop down list on the revised form has been updated to include all current DL office locations.

License Permit Specialists (LPS) can access the new EIC Applicant form in SharePoint

1. Select the Dashboard and Reports tile.
2. Select the EIC Applicant Form tile.
3. Complete the form in its entirely.
4. Select save and you are done.

The LPS must scan all documents during the EIC transaction as this cannot be done once the transaction is complete.

Resources

- Texas Administrative Code, Title 37 Part 1
- https://statutes.capitol.texas.gov/
- DLD, Application Process Policy, December 2020

Training Modules

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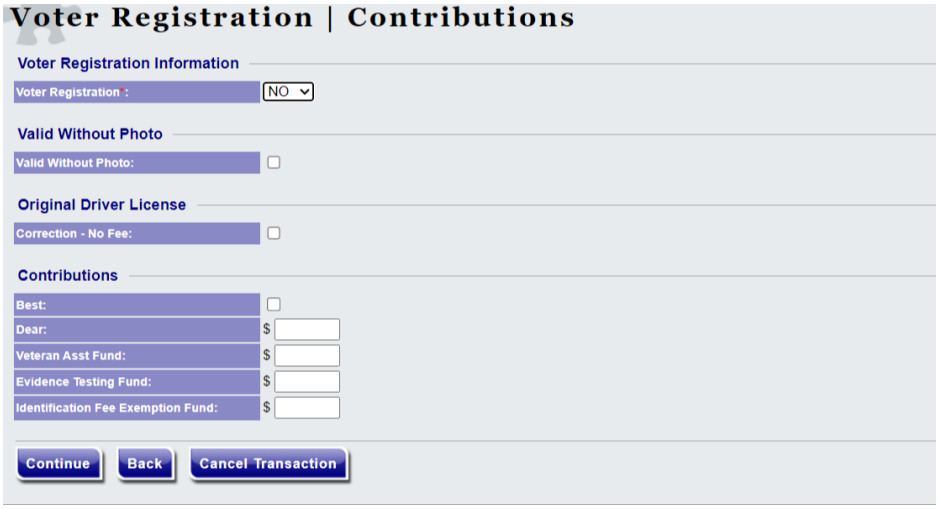
Entering Voters Registration and Donations

KNOWLEDGE BASE

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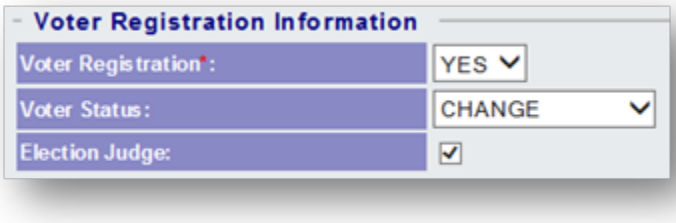
Voter Registration, and Contributions

There are several options that appear on this page.



The voter registration field is in a drop-down menu format.

1. The LPS will select yes or no based on the customer's answer on their application.
    - Capturing this information allows DPS to track customer responses to voter registration.
    - The LPS must make a selection in order to proceed with the transaction.
    - If the LPS does not enter a selection, an error message will appear.
2. If "yes" is selected, the LPS will select Change, New or Replacement from the voter status drop down menu.
3. If the customer has indicated they are interested in being an election judge, the LPS will check the box beside the Election Judge indicator.

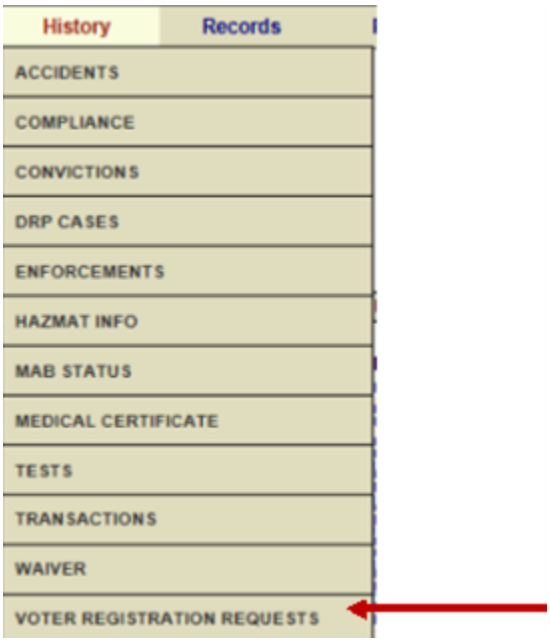


Verify voter registration status is correct in DLS based on document(s) submitted and what is marked on the DL-14A application. If the application does not match eligibility based on the document presented or already scanned, ask the customer to correct the application and initial the change.

Viewing the Voter Registration

To view the voter registration and history, select "**Voter Registration Requests**" in the "**History**" menu.

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Selecting **Voter Registration Request History** will display a table with historic records reflecting Voter Registration changes made after August 23, 2020 (including those from Update Record, and Texas.gov transactions).

- All records that had a Voter Registration value in DLS prior to August 23, 2020, will show their last known values with the USER ID as Migration and the date of 08/23/2020.



Voter Registration Request History

Voter Registration Request Date	Voter Registration Request Method	Location	Voter Registration	Voter Status	Election Judge	User Id
08/23/2020			NO			MIGRATION
08/30/2020	UPDATE RECORD	HEADQUARTERS	NO	NEW	NO	TRN0009

If the LPS wants to verify what Voter Registration values were captured during a transaction, the LPS will view the Voter Registration Requests through the history menu. For example: If the LPS or customer notices the temporary card does not have the correct Voter Registration value, the LPS can use the Voter Registration Request option on the history menu to verify and then edit, if needed.

- If the customer returns at a later time/date for a correction, the LPS will need to verify that there has not been a newer transaction where Voter Registration answers would have been provided.
- If done immediately following the current transaction, there is no need to check for other transactions.
- If the customer is performing a new transaction in office, there is no need to check for other transactions since the Voter Registration questions will be answered during that transaction.

The Voter Registration Values can be edited through Update Record outside of a transaction, only if the LPS has system permissions (user role).

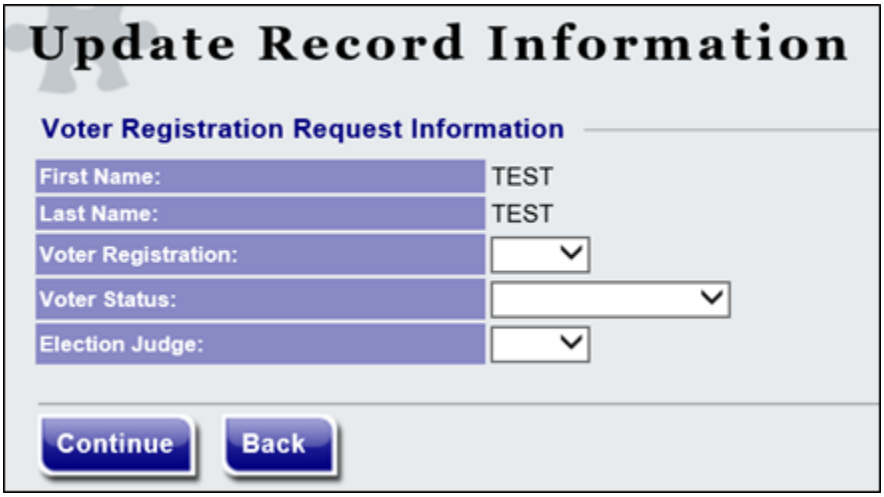
Editing the Voter Registration

To edit voter registration, select "**Voter Registration Request Info**" in the "**Update Record Information**" screen.

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When this option is selected, the LPS will be presented with a new screen (below). The applicant's First/Last Name will be shown but is not editable. The Voter Registration, Voter Status and Election Judge fields will default to a blank value. The values that the LPS selects will be saved to the "Voter Registration Request History" table mentioned in the previous section.



When selecting "Update Record" to correct a Voter Registration choice, verify that there has not been a more recent transaction that would represent the customer's newest choice. (See Viewing Voter Registration History section).

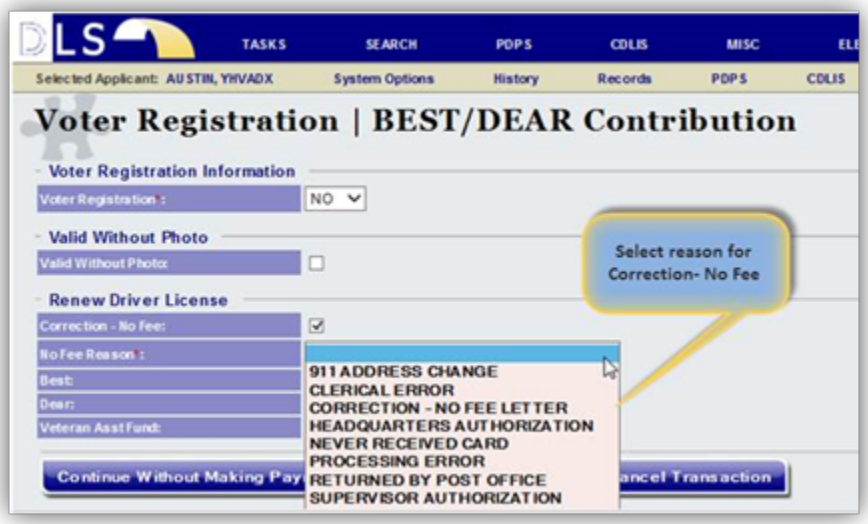
Valid Without Photo - This box will never be checked when a customer is present in the driver license office.

A customer must provide one acceptable reason for a CNF.

- Clerical error
- CNF letter
- Authorization from headquarters
- Never received card
- Processing error
- Returned by post office
- Supervisor authorization

The box is checked when processing certain Disabled Veterans, Correction No fee (CNF) letters, or other circumstances as indicated in the drop-down list. If there is a question, always check with the supervisor. When no fee is charged for the transaction, select the reason for the CNF from drop-down menu.

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CNF other than returned by post office - LPS must scan the $0 receipt with the reason for the correction no fee (CNF) into the customer record. The receipt must be included with the bookkeeping report at the end of the day.

County employees who are presented with a CNF letter may process the customer as a duplicate transaction and the $11.00 transaction fee will be waived. Any other circumstances where a fee will not be charged will be referred to a driver license office.

For a Renewal, check the box or enter the donation amount if annotated on the application. The system will not allow the user to enter in decimals. For example: $10.00 must be entered as "10". If the LPS enters $10.00 and selects "Continue," the system will display the error message shown in the picture below.

Donation Information

Blindness Education Screening and Treatment Program (BEST)

BEST provides free vision screenings and financial assistance to Texas residents for medically urgent eye treatment with a referral from your ophthalmologist. Texans who are applying for or renewing their DL or ID have the option to donate to BEST. For more information on support or donations, visit the Texas Department of State Health Services BEST program.

Glenda Dawson Donate Life Texas Donor Registry

Donate Life Texas is solely funded by donations, including those made by Texans when applying for or renewing their Texas DL, ID, CDL, when registering their motor vehicle, or online at Donate Life Texas. The registry was named in honor of Texas state representative Glenda Dawson. Elected in 2002, Dawson served two terms as the 29th District Texas House Representative. A kidney transplant recipient herself, Dawson was a passionate advocate for organ donation. For more information on support or donations, visit the Texas Department of State Health Services Glenda Dawson Donate Life Texas-Donor Registry.

Texas Veterans Assistance Fund

Texans who are applying for or renewing their DL or ID have the option to donate to the Texas Veterans Assistance Fund. The Texas Veterans Assistance Fund was established to support veterans in need through the collection of donations made when applying for or renewing a Texas driver license or personal identification certificate. This fund assists veterans with:

- Therapy
- Addressing acute and chronic needs that contribute to their homelessness.
- Making critical home repairs and improving home accessibility for the service-connected disabled
- Rehabilitating justice-involved veterans through specialized, state-certified treatment courts offering resources and an accountable e nvironment.

For more information on support or donations, visit the Texas Veterans Commission's Support Texas Veterans. For information regarding veteran driver licenses or identification cards, visit our webpage on Veteran Services.

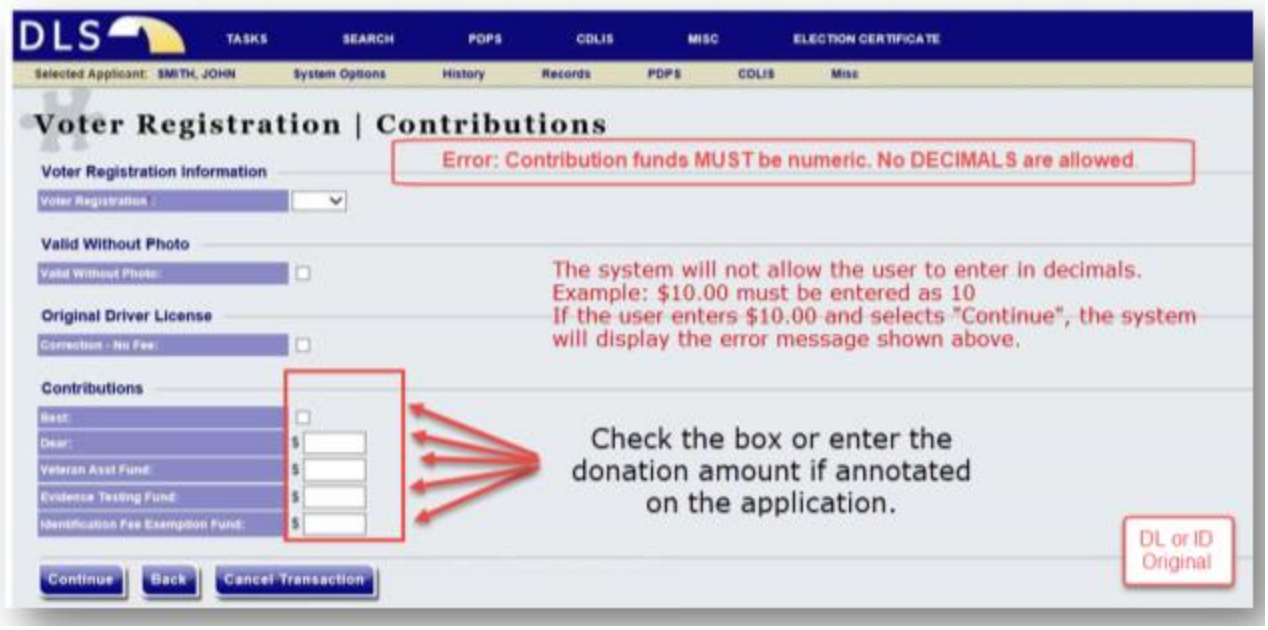
Survivors of Sexual Assault

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House Bill 1729 of the 85th Texas Legislature, Regular Session, established a program to provide for the voluntary contribution of funds by persons applying for an original or renewal of a DL, ID, or CDL. This donation provides support to survivors of sexual assault or other sex offenses through the testing of collected evidence. This program is administered by the Criminal Justice Division of the Office of the Governor through a grant program that distributes the funds to qualifying crime labs and agencies on an application basis.

Identification Fee Exemption Fund

House Bill 123 of the 86th Texas Legislature, Regular Session, established the Identification Fee Exemption Fund. The identification fee exemption fund was created as an account in the general revenue fund consisting of grants and donations made to the department to assist in the payment of DL/ID fees for foster and homeless children and youths, and victims and children of family or dating violence. *Contribution opportunities can only be made when conducting a driver license or identification card transaction and may not be available for all transactions.



When all information related to this page is entered or if no information is added or removed, select the "**CONTINUE**" button at the bottom of the "Voter Registration, BEST/DEAR Contribution" screen.

For additional information about the donations, the LPS can reference the DPS Website.

Related Information
IR 23 - 034 Voter Registration Procedures
IR 22 - 061 Voter Selection on Temporary Permit

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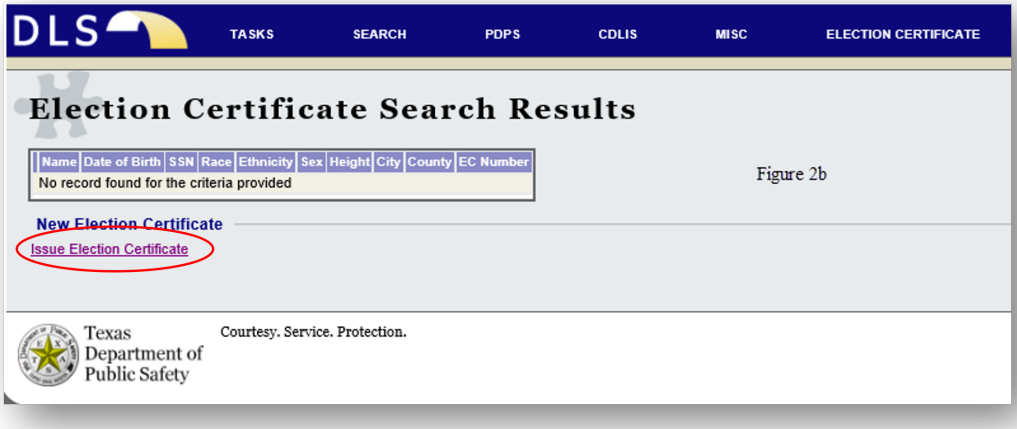
Steps for Processing an Election Identification Certificate

KNOWLEDGE BASE

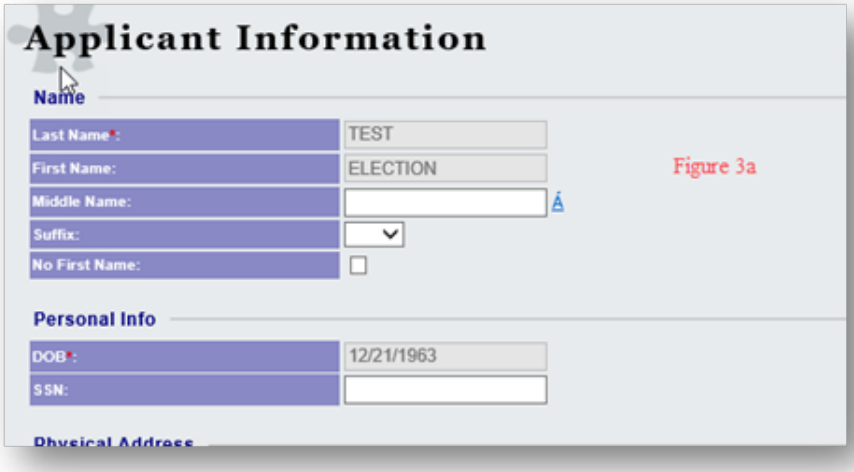
Click here to provide feedback on this page

Processing the Transaction

1. Log in to DLS
2. Search for the applicant
    - If a record is found:
        - Determine whether or not the applicant is eligible to apply for an Election Identification Certificate
            - Existing **Driver License** or **Identification Card** would have to be more than 4 years expired.
    - If no record is found
        - Click on the **Election Certificate** tab on the blue bar.
        - Click on Issue **Election Certificate**.

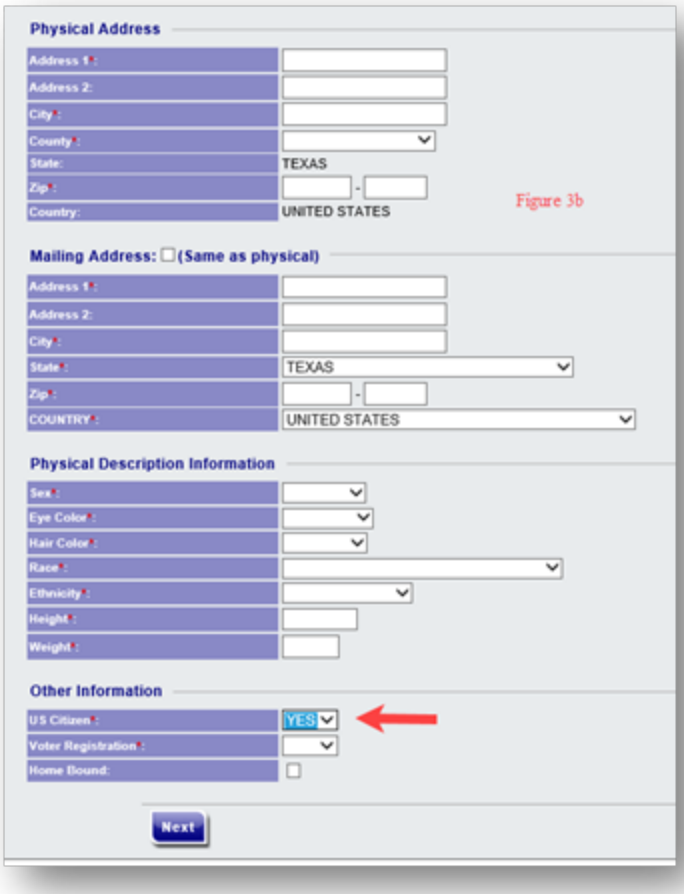


1. Type in the required information.
    - Anything marked with a red asterisk is a required field.



2. Type in the mailing address, physical description, and other information.
    - U.S. Citizen must be YES to be eligible for an Election Identification Certificate.
    - If the applicant is registering to vote, then update the **Voter Registration** section.

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3. Click on next to initiate the address validation process.

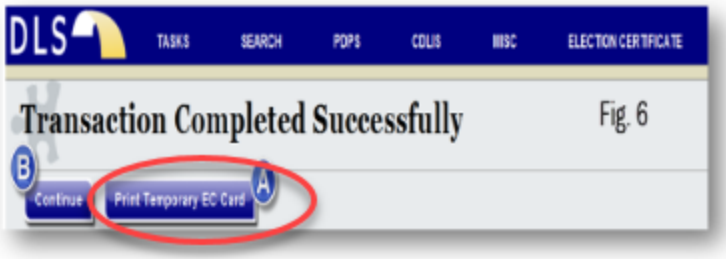
1. Capture the Photo, Fingerprints, and Signature
    - Capture only the applicant's signature and portrait.
2. Once they have been captured and submitted, refresh the images.



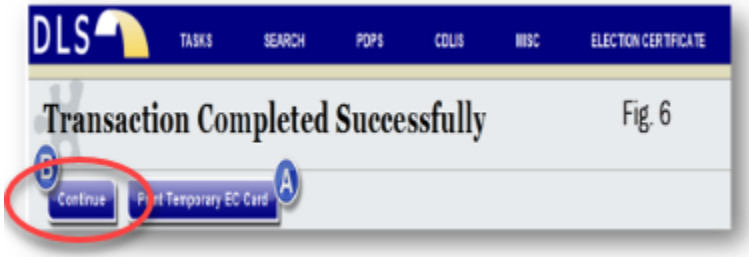
Review the work instructions for scanning and uploading documents.

1. Print the Temporary Election Identification Card.

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2. Click Continue to complete the transaction.



3. Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct.
    - Applicant and employee will sign the temporary election identification certificate.
4. Inform the applicant the temporary election identification certificate can be used as photo identification for voting purposes until they receive the card in the mail.


LOCATION: 696
TIME STAMP: 12:01:45
DATE STAMP: 07-21-2014

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEMPORARY ELECTION CERTIFICATE CARD VALID UNTIL 09-19-2014

EC NUMBER: 38537719 CARD TYPE: EC

NAME: VOTER, REGISTERED

FOR ELECTION PURPOSES ONLY
CANNOT BE USED AS IDENTIFICATION

DATE OF BIRTH: 02-04-1958 EXPIRATION DATE: 02-04-2021
ISSUANCE DATE: 07-21-2014

MAILING ADDRESS:
5805 N LAMAR
AUSTIN, TX 78752

SIGNATURE _____

EMPLOYEE _____

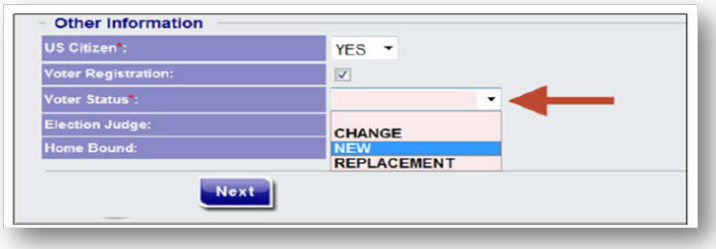
- Contact your local driver license office if assistance is needed.
- Your Election Certificate will be processed and mailed within 30-60 days.
- You must keep this Temporary Election Certificate until your new card is received.
- This Election Certificate is for election purposes only.

EIC Re-Issues can now be processed in DLS. The person applying for the EIC will complete and sign the form DL-14C or DL-14CS. They should check the Re-issue/Renewal box at the top of the form (DL-14/DL-14CS). Re-Issues on EICs may be processed up to 2 years after the expiration date.

1. The LPS will first search DLS by the applicant's name and date of birth to determine if they currently have a DL or ID.
    - A current DL/ID would make them ineligible for an EIC. If none are found, select “Election Certificate” from the blue menu bar.
    - Search the applicant by EIC number.
2. Once applicant has been selected the information page will appear.
    - LPS will verify the applicant’s information.
    - If name changes are made, applicant must provide supporting documentation.
    - Once information is verified, select the “Re-Issue Election Certificate” link.
3. Once the “Re-issue Election Certificate” link is selected the LPS will continue to process the transaction in the same method as issuing an original EIC.

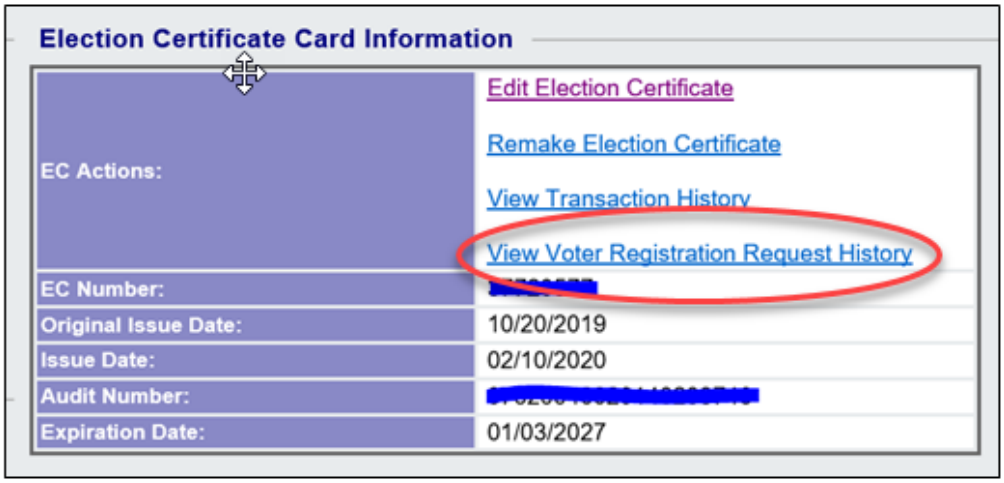
AMERICAN OVERSIGHT

On the “Application Information” screen, ensure that the voter status is checked and that the correct status is selected; “Replacement” for a “Re-Issue” and “Change” if there has been an address or name change. This will ensure that the information goes to the Secretary of State’s Office.



Viewing

To view the voter registration and history, select “**View Voter Registration Request History**” in the “**Election Certificate Actions” (EC Actions)** menu located in the Election Certificate Card Information screen.



Selecting **Voter Registration Request History** will display a table with historic records reflecting Voter Registration changes made after August 23, 2020 (including those from Update Record, and Texas.gov transactions). All records that had a Voter Registration value in DLS prior to August 23, 2020, will show their last known values with the USER ID as Migration and the date of 08/23/2020.



Editing

For example: If the LPS or customer notices that the temporary card does not have the correct Voter Registration value, the LPS can select **View Voter Registration Request History** option in the EC Actions menu to verify and then edit by selecting the **Edit Election Certificate** in the EC Actions menu.

- If the customer returns at a later time/date for a correction, the LPS will need to verify that there has not been a newer transaction where Voter Registration answers would have been provided.
- If done immediately following the current transaction, there is no need to check for other transactions.
- If the customer is performing a new transaction in office, there is no need to check for other transactions since the Voter Registration questions will be answered during that transaction.

The Voter Registration Values can be edited through Update Record outside of a transaction, only if the LPS has system permissions (user role).

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If the LPS does NOT have system permissions to edit Voter Registration, then the Voter Registration Values can only be changed during an issuance transaction.

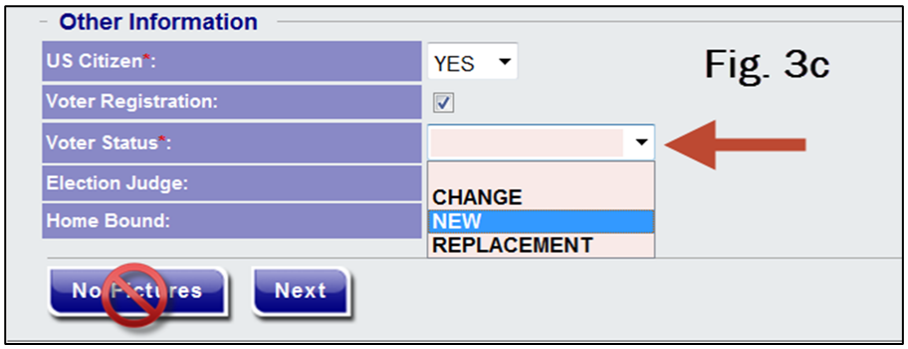


Fig. 3c

Related Information

Election Identification Certificates - Knowledge Base

Election Identification Certificate (EIC) Training - SharePoint

AMERICAN OVERSIGHT

Voter Selection on Temporary Receipt

INFORMATION RELEASE 22 - 061 EFFECTIVE: Immediately

This Information Release applies to DLD employees.

The voter registration selection is printed on both the payment receipt and the temporary permit. However, there are several scenarios when the voter registration selection on the temporary permit does not match the payment receipt.

When the customer selects “yes” to voter registration, the selection will appear on the payment receipt as “yes”. It will also appear as “yes” on the temporary permit if the transaction is completed without one of the following steps occurring:

- LPS bridges out of the transaction;
- Session times out during the transaction; or
- Transaction is placed in pending status.

When these scenarios occur, the voter registration selection will appear as “no” on the temporary permit because the original selection is no longer accessible in the system.

If the LPS prints both the payment receipt and temporary permit, the customer may use the payment receipt to show their voter registration selection as “yes”.

If the LPS prints only the temporary permit and the customer requests a document reflecting their voter registration selection as “yes”, the LPS must print the payment receipt. Remember, the payment receipt may not be available in the system until the following business day.

NOTE: Since the voter registration selection is stored at the beginning of the transaction, this does not impact the submission of the customer’s selection being sent to the Secretary of State.

If you have any questions about this request, please see your chain of command.

AMERICAN OVERSIGHT

Voter Registration Procedures

INFORMATION RELEASE 23 - 034 Effective: Immediately

This IR applies to: All Driver License Employees.

The following information is provided to ensure Driver License Division employees know the requirements for voter identification and can refer customers to the appropriate Texas Secretary of State (SOS) website for additional information.

During the 88th Legislative Session, two voter registration bills that pertain to division processes were passed.

SB 975: relates to the procedure for voter registration when a person surrenders their driver license for an identification card. This bill does not change the current process, as the application already includes voter registration questions for these customers.

As a reminder, when a person surrenders a DL to obtain an ID card, or vice versa, advise the customer that responding to the voter registration questions will ensure the SOS and county voter registrar receive the new card number and any updated information, such as an address change.

SB 1070: relates to the creation of a voter registration crosscheck program that allows the Secretary of State (SOS) to develop their own system and obtain information from various state and federal sources to verify voter registration information. The division already provides this information to SOS.

Below is a list of documents that voters can use for proof of identification, which can be found in the Election Code, Section 63.0101. **Please note that the Texas DL/ID card or EIC can be expired up to four years and still be used for identification and can be expired indefinitely for persons 70 years of age and older if the information is still correct.**

(a) The following documentation is an acceptable form of photo identification under this chapter:

(1) A driver's license, election identification certificate, or personal identification card issued to the person by the Department of Public Safety that has not expired or that expired no earlier than four years before the date of presentation.

(2) a United States military identification card that contains the person's photograph that has not expired or that expired no earlier than four years before the date of presentation.

(3) a United States citizenship certificate issued to the person that contains the person's photograph.

(4) a United States passport book or card issued to the person that has not expired or that expired no earlier than four years before the date of presentation; or

(5) a license to carry a handgun issued to the person by the Department of Public Safety that has not expired or that expired no earlier than four years before the date of presentation.

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(b) The following documentation is acceptable as proof of identification under this chapter:

(1) a government document that shows the name and address of the voter, including the voter's voter registration certificate.

(2) one of the following documents that show the name and address of the voter:

(A) a copy of a current utility bill.

(B) a bank statement;

(C) a government check; or

(D) a paycheck; or

(3) a certified copy of a domestic birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity.

(c) A person 70 years of age or older may use a form of identification listed in Subsection (a) that has expired for the purposes of voting if the identification is otherwise valid.

Furthermore, Election Code, Section 63.009 allows "A voter who does not present a voter registration certificate when offering to vote, and whose name is not on the list of registered voters for the precinct in which the voter is offering to vote, shall be accepted for provisional voting if the voter executes an affidavit in accordance with Section 63.011."

The last day to register to vote for the November 7, 2023, election is October 10, 2023. Early voting begins October 23, 2023 and ends November 3, 2023. If customers want to confirm they are registered to vote or want additional information about voting, please have them visit https://www.votetexas.gov/.

If you have any questions about these changes, please see your chain of command.

VOTER REGISTRATION PROCEDURES

INFORMATION RELEASE 25 - 043 (NEW) Effective: Immediately

This Information Release applies to ALL Driver License Division employees.

The following information is provided to ensure Driver License Division employees know the requirements for voter identification and can refer customers to the appropriate Texas Secretary of State (SOS) website for additional information.

During the 89th Legislative Session, there were three voter registration bills passed and only one of those impact division processes.

SB 1470: requires the Driver License Division (DLD) to share relevant data with SOS to identify individuals applying for a driver license or personal identification card when they are licensed in another state or return to Texas. This is to prevent duplication of voter registration in more than one state/Jurisdiction. This bill was implemented in July 2025.

In addition, a Senate Joint Resolution (SJR 37) was also passed that proposes a constitutional amendment clarifying that a voter must be a United States citizen to vote and will be submitted to voters at the November 4, 2025, election.

As a reminder, when a person surrenders a DL to obtain an ID card, or vice versa, advise the customer that responding to the voter registration questions will ensure the SOS and county voter registrar receive the new card number and any updated information, such as an address change.

Below is a list of documents that voters can use for proof of identification, and it can be found in Election Code, Section 63.0101. **Please note that the Texas DL/ID card or EIC can be expired up to four years and still be used for identification and can be expired indefinitely for persons 70 years of age and older if the information is still correct.**

(a) The following documentation is an acceptable form of photo identification under this chapter:

(1) a driver's license, election identification certificate, or personal identification card issued to the person by the Department of Public Safety that has not expired or that expired no earlier than four years before the date of presentation;

(2) a United States military identification card that contains the person's photograph that has not expired or that expired no earlier than four years before the date of presentation;

(3) a United States citizenship certificate issued to the person that contains the person's photograph;

(4) a United States passport book or card issued to the person that has not expired or that expired no earlier than four years before the date of presentation; or

(5) a license to carry a handgun issued to the person by the Department of Public Safety that has not expired or that expired no earlier than four years before the date of presentation.

(b) The following documentation is acceptable as proof of identification under this chapter:

(1) a government document that shows the name and address of the voter, including the voter's voter registration certificate;

(2) one of the following documents that shows the name and address of the voter:

(A) a copy of a current utility bill;

(B) a bank statement;

(C) a government check; or

(D) a paycheck; or

(3) a certified copy of a domestic birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity.

(c) A person 70 years of age or older may use a form of identification listed in Subsection (a) that has expired for the purposes of voting if the identification is otherwise valid.

Furthermore, Election Code, Section 63.009 allows "A voter who does not present a voter registration certificate when offering to vote, and whose name is not on the list of registered voters for the precinct in which the voter is offering to vote, shall be accepted for provisional voting if the voter executes an affidavit in accordance with Section 63.011."

The last day to register to vote for the November 4, 2025, election is October 6, 2025. Early voting begins October 20, 2025, and ends October 31, 2025. If customers want to confirm they are registered to vote or want additional information about voting, please have them visit https://www.votetexas.gov/.

If you have any questions about these changes, please see your chain of command.