

## IDENTIFICATION REQUIREMENTS

### FIRST TIME APPLICANTS (AGE 17 OR ABOVE)

Applicants applying for a **FIRST TIME** Louisiana driver's license including out of state transfers will be required to provide the following:

1. One primary and one secondary document and social security verification or two primary documents and social security verification.
2. The signature of custodial parent or guardian, if age 17.
3. A certificate of completion of an approved driver education course **OR** a 6-hour pre-licensing course, if not licensed in another state.

**First time applicants for a Louisiana identification card will be required to provide one primary and two secondary documents or two primary documents.** If the applicant is under 18 years of age, a parent's or guardian's signature will also be required. Verification of social security number is not required for a Louisiana identification card except if the following applies: In order to comply with the Military Selective Service Act (Act 373 of the 2003 Regular Legislative Session – R.S. 32:418 and 40:132(D) (1)), proof of social security is required by all male US citizens or permanent resident aliens age 15 to 26 who apply for a license or ID card. Failure to provide the social security number for verification will result in a denial of issuance.

### FIRST TIME APPLICANTS (AGE 15-16)

All applicants applying for a **FIRST TIME** Louisiana driver's license, including out of state transfers, will be required to provide the following:

1. Identification documents (one primary and two secondary) and proof of social security number.
2. Signature of custodial parent, guardian, or, in case of joint custody, domiciliary parent.
3. If not licensed in another state, a certificate of completion of an approved driver education course consisting of a minimum of thirty (30) hours classroom instruction and eight (8) hours of behind the wheel instruction.

All applicants under age 17 will be licensed utilizing a graduated licensing system. This system will carry a youthful, inexperienced driver through two preliminary stages of special conditions and limitations before progressing to a permanent license.

#### STAGE 1- LEARNER'S PERMIT – (02 restriction)

- A. Must be at least 15 years of age.
- B. Must furnish certificate of completion of an approved 36-hour driver education course, as outlined above.
- C. Must pass knowledge test, road signs test, and a vision screening.
- D. Authorized to drive with a licensed parent, guardian, or adult at least 21 years of age **OR** licensed sibling at least 18 years of age or older.
- E. Must maintain the learner's permit a minimum of 180 days and cannot upgrade to STAGE 2 until attainment of 16th birthday.

#### STAGE 2- INTERMEDIATE LICENSE – (61 restriction)

- A. Must be at least 16 years of age and have a valid learner's permit issued at least 180 days prior.
- B. Must pass the on-road driving test.
- C. Cannot drive between the hours of 11 p.m. and 5 a.m. **UNLESS** accompanied by a licensed parent, guardian, or adult at least 21 years of age **OR** licensed sibling at least 18 years of age or older.

\*Note: Out of state applicants with full license may begin at the intermediate (61) stage.

#### STAGE 3- PERMANENT LICENSE

- A. Must be at least 17 years of age and have a valid intermediate license.
- B. Must not have any (at fault) accidents during the intermediate stage.
- C. Must not have had any convictions for moving, seat belt, or curfew violations during the intermediate stage.

### DUPLICATES

Applicants applying for a **DUPLICATE** Louisiana driver's license or **DUPLICATE** Louisiana identification card will be required to provide one of the following combinations of identification:

1. One primary and one secondary document **OR**
2. Three secondary documents **OR**
3. A previous, expired Louisiana driver's license or Louisiana identification card (if photo clearly identifies applicant as same).

### SOCIAL SECURITY REQUIREMENTS

R. S. 32:409.1 authorizes the collection of the social security number on all driver's licenses in this state. The number must be entered in the department's internal records. This pertains to first-time issuance, as well as renewals and duplicates. **NOTE:** If an applicant does not have an assigned social security number, he/she must provide an official letter from the Social Security Administration specifying that no number has been assigned **OR** the applicant is not eligible for issuance of a social security number. This letter will not serve as a primary or secondary form of identification, but will verify the individual does not have an assigned social security number. Collection of the social security number should be taken from the card itself, or an official notification from the office of the Social Security Administration, or from other officially recognized documents. Applicants transferring in with a picture driver's license (which clearly identifies him/her) which specifically depicts the applicant's social security number need not present further proof.

**\*\*\*\*NO CHECKS OR CREDIT CARDS ACCEPTED----CASH ONLY \*\*\*\***

**ACCEPTABLE PRIMARY DOCUMENTS (ORIGINAL DOCUMENTS ONLY ARE ACCEPTED):**

1. Certified copy of birth certificate from state/county, original certificate of live birth or birth registration card from state/county or certification of birth abroad issued by US Department of State.
2. Passport. Foreign passports must be accompanied by appropriate immigration documents.
3. Certificate of Naturalization.
4. Native American tribal documents.
5. Permanent Resident Card (I-551).
6. INS Refugee travel document (I-571).
7. INS Permit to reenter the United States (I-327).
8. Employment authorization document issued by INS.
9. Employment/work authorization document issued by the Department of Homeland Security (I-688B or I-766).

**ACCEPTABLE SECONDARY DOCUMENTS (ORIGINAL DOCUMENTS ONLY ARE ACCEPTED):**

1. Out-of-state driver's license or identification card (with photo) that was issued by a state motor vehicle department.
2. Any foreign driver's license (accompanied by proper immigration documents).
3. Social security card or written verification of the social security number from the Social Security Administration.
4. An official driving record from the last state of issuance if the applicant has lost his out-of-state driver's license.
5. Student I.D. card from a Louisiana college or university when accompanied by a 100% fee paid receipt for the current semester.
6. Adoption papers.
7. Original high school, college or university diploma.
8. Original marriage license OR certificate of marriage from a county, parish or city in the U. S. OR divorce documents from a county, parish or city in the U. S.
9. Church baptismal certificate.
10. Louisiana voter's registration card or LA Voter's ID card.
11. Certified deeds or title to property in Louisiana, including burial plot deeds.
12. Vehicle registration or certificate of title in applicant's name.
13. Local utility statements showing name and address of the applicant OR a receipt showing that utilities have been turned on.
14. Insurance policy (health, home, life, auto).
15. One printed payroll stub which includes the social security number of the applicant.
16. High school year book, with a clearly identifying photo.
17. Temporary resident card (Form I-688).
18. Medicare/Medicaid card or medical eligibility card.
19. Prison release documents or a letter from probation officer. (Denote a PEN number (SID) on fly sheet whenever possible).
20. DD214 (military discharge papers).
21. Selective Service notification sent to applicant's address.
22. Original or certified copy of any professional degree, certificate or license.
23. School transcript OR at least two report cards from separate years.
24. Motor vehicle lien instrument.
25. Any government law enforcement officer's identification or badge, if in uniform, a police unit, etc. (does not include private security company guards).
26. Identification card or badge issued by federal, state, or local government agency or entity provided it contains a photo which clearly identifies the individual with information such as name, date of birth, sex, height, and address.
27. Letter of verification/introduction from another state agency responsible for the placement of deprived or handicapped persons.
28. Employment ID with photo provided the photo clearly identifies the applicant.
29. W-2 forms for two years.
30. Medical Card must be presented for the issuance of duplicate CDL license.
31. Driver's log book may be used as a secondary document on a CDL license.
32. Certificate from the Department of Education for driver's education course completion.
33. Completion Certificate from the 36 hour or 6 hour pre-licensing course.
34. Original "Refugee Resettlement Program" letter with color picture of applicant. The color picture will have the agency director's signature across it and a raised agency seal overlapping. This letter will be valid for 15 days from the issue date.
35. Louisiana Department of Public Safety & Corrections prison or parish I.D. card containing photograph, name, race, sex, and date of birth.
36. Valid U. S. military identification card or draft record or military dependent identification card.
37. TWIC (Transportation Worker Identification Credential) card.
38. Current U. S. Coast Guard Merchant Mariner card.

**NOTE: Name on secondary documents shall coincide with name on primary document(s).**