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MEMO

Date: June 25, 2015

To: All Examining Personnel, DL Agents, Issuing, PIC

From: Deb Carlson, Driver Exam Program Manager

Subject: Proof of Citizenship for CDL Renewals

Beginning July 1, 2015, all drivers renewing their CDL will be required to provide a document from the following list that meets the proof of citizenship requirement.

- Valid, unexpired U.S. passport or passport card
 - Certified copy of birth certificate from any U.S. state
 - Consular report of birth abroad issued by the U.S. Department or state
 - Certificate of Naturalization or Certificate of Citizenship issued by U.S. Department of Homeland Security
 - Valid unexpired Permanent Resident Card
- Or
- Unexpired employment authorization document issued by USCIS or an unexpired foreign passport accompanied by an approved I-94 form.

If the name on the above document is different from the current name on the CDL, the customer must also present proof of the legal name change(s). Acceptable proof consists of certified marriage certificates, certified divorce decrees or other certified court orders. Divorce decrees or other court orders must specify the name change. Identity and name change documents need to show a clear link between the citizenship or permanent residency document and the current name.

Treat this transaction as you would a new license application. Make copies of the identity documents and submit with the application. Information about this requirement was added to the renewal notices but if a customer does not have the required identity documents, you may proceed with the license renewal but inform the customer that a letter will be sent requesting copies of the document(s) before the license will be sent to production.

This federally mandated requirement for DVS to record this information to the record is a one-time occurrence.