



APPLICATION FOR PENNSYLVANIA NON-COMMERCIAL DRIVER'S LICENSE BY OUT-OF-STATE NON CDL DRIVER

YOU MUST APPLY IN PERSON

Form section A: Personal information including Last Name, First Name, Middle Name, Date of Birth, Height, Social Security Number, Sex, Telephone Number, Eye Color, and Street Address.

The Department is required to obtain the Licensee's Social Security Number, height and eye color under the provisions of Section 1510(a) and/or 1609(a)(4) of the Pennsylvania Vehicle Code.

Pennsylvania strongly supports organ and tissue donation because of its life-saving and life-enhancing opportunities.

Form section B: Medical history and conditions. Includes checkboxes for Neurological disorders, Epilepsy, Impairment or Amputation, etc., and a list of questions regarding previous licenses and driving violations.

Form section C: Consent of Parent, Guardian, Person in Loco Parentis or Spouse. Includes a declaration of consent and a signature line for the parent/guardian.

Form section D: Authorization and Certification. Includes checkboxes for Veterans designation, Organ Donor designation, and contribution to the Organ Donation Awareness Trust Fund.

Form section E (top): Payment information including 'PAID BY' (Check, Money Order) and 'TOTAL' amount.

Form section E (bottom): Exam Report and Examiner's Driver Certification. Includes vision screening results, a table for 'COMPLETE ALL ITEMS' (Uncorrected/Corrected vision), and the examiner's signature and date.

Individuals transferring a non-commercial driver's license, must be at least 16 1/2 years old.

### FEE INFORMATION

4-Year Photo .....\$30.50	* 4-Year Photo with Class M..... \$35.50
Drivers age 65 and over have the option of requesting a driver's license valid for two years instead of four. Fees for this option are:	
2-Year Photo.....\$20.00	* 2-Year Photo with Class M..... \$25.00
If you would like to contribute to the Organ Donation Awareness Trust Fund, add an additional .....\$1.00	
If you would like to make a tax deductible contribution to the Veterans' Trust Fund (VTF), add an additional ..... \$3.00	

\* This additional fee is required by Act 31, 1984 and will be used to support the Motorcycle Safety Educational Program in the Commonwealth of Pennsylvania.

**ORGAN DONATION AWARENESS TRUST FUND (ODTF):** You have the opportunity to contribute \$1.00 to the Fund. The additional \$1.00 contribution must be added to your payment. You must also check the block provided to ensure proper handling of your contribution. The ODTF provides for the development and implementation of donor awareness programs and funds shall be appropriated subject to the approval of the Governor.

**Veterans' Trust Fund (VTF):** You have the opportunity to make a tax deductible contribution to the VTF. Your contribution will help support programs and projects for Pennsylvania veterans and their families. Since this additional \$3.00 is not part of the fee, please add the donated amount to your payment. Also, please check the proper block on the form to ensure your contribution is handled properly.

### You **MUST** appear in person at a Driver License Center and surrender your out-of-state license to apply.

- **Veterans Designation:** You have the opportunity to add the veterans designation to your driver's license, which clearly indicates you are a veteran of the United States Armed Forces. To qualify, you must have served in the United States Armed Forces, including a reserve component or the National Guard, and have been discharged or released from such service under conditions other than dishonorable. If you are requesting to add the veterans designation to your license, make sure you check the box at the top in Section D.
- No person shall receive a Pennsylvania Non-Commercial Driver's License unless and until the person surrenders to the Department all valid licenses in the person's possession issued by this or any other state.
- Final approval of this application for a Pennsylvania Non-Commercial Driver's License is subject to verification of the applicant's past driver record history. Should verification disclose outstanding violations in any state or jurisdiction, the application will be denied and all issued Pennsylvania Driver's Licenses are subject to cancellation and recall.
- It is unlawful for any person:
  - ◆ To exhibit, cause a permit to be exhibited, or have in possession any recalled, cancelled, suspended, revoked, fictitious, or fraudulently altered driver's license.
  - ◆ To lend a driver's license to any other person or permit the use thereof by another.
  - ◆ To exhibit or represent as one's own any driver's license not issued to the person.
  - ◆ To fail or refuse to surrender to the Department upon lawful demand a recalled, cancelled, suspended, revoked, fictitious, or fraudulently altered driver's license.

### PENALTIES AND SANCTIONS

Any persons violating any of the above is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of \$100. The Department may cancel any driver's license upon determining that the licensee was not entitled to the issuance or that the person failed to give the required or correct information or committed fraud in making the application or in obtaining the license or the fee has not been paid.

Any Pennsylvania driver who is convicted of any of the above offenses shall be assessed 3 points as of the date of violation.

- **A PERSON IS GUILTY OF A MISDEMEANOR OF THE FIRST DEGREE IF THE PERSON, WITH FRAUDULENT INTENT, HAS POSSESSION OF, SELLS OR ATTEMPTS TO SELL, USES OR DISPLAYS A DRIVER'S LICENSE, KNOWING IT TO HAVE BEEN ALTERED, FORGED OR COUNTERFEITED.**

Any person committing this offense is, upon conviction, subject to imprisonment for a term of up to 5 years.

The Department shall revoke the driver's license privilege of any driver for one year upon receiving a certified record of the driver's conviction of this offense.

### TO MEET IDENTIFICATION REQUIREMENTS YOU **MUST** PRESENT THE FOLLOWING

U.S. CITIZENS	NON-U.S. CITIZENS
<p><b>Social Security Card</b> (must be original; card cannot be laminated) and <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <li>• Birth Certificate with raised seal (U.S. issued by an authorized government agency, including U.S. territories or Puerto Rico. <b>No other birth documents will be accepted.</b>)</li> <li>• Certificate of U.S. Citizenship (<b>BCIS/INS Form N-560</b>)</li> <li>• Certificate of Naturalization (<b>BCIS/INS Form N-550 or N-570</b>)</li> <li>• Valid U.S. Passport (Only valid U.S. Passports and original documents will be accepted.)</li> </ul> <p><b>Note: Your Out-of-State Driver's License must be surrendered at the time you make application.</b></p>	<p>You must bring <b>ALL</b> of the following:</p> <ul style="list-style-type: none"> <li>• Original USCIS/immigration documents indicating current lawful immigration status</li> <li>• Valid Passport, dependent on status</li> <li>• Social Security Card or SSA ineligibility letter (must be original; card cannot be laminated)</li> </ul> <p style="text-align: center;">(Please note: Documents must be original, photo copies will not be accepted.)</p> <p>To obtain detailed information regarding "identity/residency requirements," you can:</p> <ul style="list-style-type: none"> <li>• Visit <a href="http://www.dmv.pa.gov">www.dmv.pa.gov</a> and Enter Search Term "Pub-195NC," and review required documents; or</li> <li>• Contact us at 1-800-932-4600 or 1-800-228-0676 (TDD)</li> </ul>

All documents must show the same name and date of birth, or an association between the information on the documents. Additional documentation may be required, if a connection between documents cannot be established (e.g. Marriage Certificate, Court Order of name change, Divorce Decree, etc).

### TO MEET RESIDENCY REQUIREMENTS YOU **MUST** PRESENT TWO OF THE FOLLOWING (for customers 18 years of age or older)

- Tax Records      • Lease Agreements      • Mortgage Documents      • W-2 Form      • Current Weapons Permit (U.S. Citizen only)
- Current Utility Bills (water, gas, electric, cable, etc.)

**--The proof of residency documents must have your name and official Pennsylvania street address on it.--**

**Note:** If you reside with someone, and have no bills in your name, you will still need to provide two proofs of residency. One proof is to bring the person with whom you reside along with their Driver's License or Photo ID to the Driver License Center. You will also need to provide a second proof of residency such as official mail (bank statement, tax notice, magazine etc.) that has your name and physical address on it. The address must match that of the person with whom you reside.

Change your address or renew your driver's license online at [www.dmv.pa.gov](http://www.dmv.pa.gov)

### SECTION 3709 OF THE VEHICLE CODE

Section 3709 provides for a fine of up to \$300 for dropping, throwing or depositing, upon any highway, or upon any other public or private property without the consent of the owner thereof or into or on the waters of this Commonwealth, from a vehicle, any waste paper, sweepings, ashes, household waste, glass, metal, refuse or rubbish or any dangerous or detrimental substance, or permitting any of the preceding without immediately removing such items or causing their removal.

For any violation of Section 3709, I may be subject to a fine of up to \$300 upon conviction, including any violation resulting from the conduct of any other persons present within any vehicle of which I am the driver.