



# PROBATIONARY LICENSE (PL) PETITION

Please review all the following pages for instructions completing this petition.

Bureau of Driver Licensing • P.O. Box 68689 • Harrisburg, PA 17106-8689

## DRIVER INFORMATION (Please Type or Print All Information)

<b>A</b>	LAST NAME		JR., ETC.	FIRST NAME		MIDDLE NAME
	DATE OF BIRTH (must be listed)	LICENSE NUMBER			TELEPHONE NUMBER (BETWEEN 8:00 A.M. - 4:30 P.M.)	
	Month	Day	Year			

<b>B</b>	HAVE YOU CHANGED YOUR NAME? LIST THE NAME(S) YOU HAVE USED IN THE PAST.				
	REASON FOR NAME CHANGE: <input type="checkbox"/> MARRIAGE <input type="checkbox"/> DIVORCE <input type="checkbox"/> OTHER (see Instructions)				
	ADDRESS CHANGE: A Post Office Box number may be used in addition to the actual residence address, but cannot be used as the only address.				
	NEW STREET ADDRESS		CITY	STATE	ZIP CODE
	If you are a registered voter in PA, would you like us to notify your county voter registration office of this change? <input type="checkbox"/> YES <input type="checkbox"/> NO If you are not a registered voter, you may contact your county voter registration office.				
OUT-OF-STATE ADDRESS CHANGE. Driver license products cannot be issued to an out-of-state address, except in the case of an employee of federal or state government, armed forces personnel, or their families, whose workplace is located outside of Pennsylvania. If this exception applies to you, please check the appropriate box and include documentation of your status with this application. I certify that my workplace is located out-of-state and I am employed by, or am the immediate family of a person employed by: <input type="checkbox"/> US Armed Forces <input type="checkbox"/> Federal Government <input type="checkbox"/> PA State Employment Relationship to person meeting exemption (check one): <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child					
Hours Requested Outside of Standard (6AM to 7PM): _____:_____ to _____:_____					
Note: please provide a letter from your employer and or school administrator with information regarding the needed hours. Be sure to indicate AM and PM times.					

## VEHICLE INFORMATION (maximum of five vehicles)

	Year	Make	Model	License Plate Number	State
1.					
2.					
3.					
4.					
5.					

VEHICLE INSURANCE INFORMATION				
	Insurance Company Name	Policy Number	Effective Date	Expiration Date
1.				
2.				
3.				
4.				
5.				

**NOTE: All vehicles you will drive must have a valid registration and insurance. Proof of Insurance must be sent for all vehicles listed above.**

## ACKNOWLEDGMENT

<b>D</b>	<input type="checkbox"/> For Veterans wishing to add the Veterans Designation to their Driver's License or ID Card: I certify under penalty of law that I am a qualified applicant and hereby request it be added to my product. I understand that misrepresentation will result in the cancellation of my driver's license.
	<b>I acknowledge that receiving a Pennsylvania Permit, License or ID card will cancel or invalidate any Permit, License or ID card from another state.</b> I certify under penalty of law that all information given on this Petition is true and correct. <b>I understand that the \$37.00 Petition fee is non-refundable.</b> I confirm that I have received notice of the provisions of Section 3709 of the Vehicle Code.
	<input type="checkbox"/> I used a Messenger Service to assist me in completing this form. I authorize the Department to give this Messenger Service my driving record information.
	<input type="checkbox"/> I wish to voluntarily contribute \$3.00 to the Organ Donation Awareness Trust Fund (see instructions).
	<input type="checkbox"/> I wish to contribute \$3.00 to the Veterans' Trust Fund (see instructions).

APPLICANT'S SIGNATURE IN INK

DATE

\*Note: This petition must be mailed to the address listed on this form and will not be accepted or processed at any PennDOT Driver Licensing Center.

WARNING: Misstatement of fact is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to one year (18 PA C.S., Section 4904[b]).

# PROBATIONARY LICENSE INSTRUCTIONS AND PETITION

## WHAT IS A PROBATIONARY LICENSE?

A Probationary License (PL) is a Class C (Non-Commercial) driver's license issued to an individual whose Pennsylvania driving privilege has been suspended or revoked for five or more years. A PL authorizes driving a non-commercial vehicle between 6:00 a.m. and 7:00 p.m. The Department will consider additional hours upon request. Under no circumstances will a PL be given to drive a commercial vehicle, motorcycle or moped.

To assist potential applicants a Probationary License Fact Sheet can be used and you may obtain a copy from our website (<http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Fact%20Sheets/fs-PL.pdf>). Certain violations and offenses make you ineligible for an PL and are outlined on the PL Fact Sheet. Once you decide to apply you must follow the instructions on this form ensure its proper completion.

If you are not licensed to drive in this or any other state, you must apply for a class C Probationary learner's permit. Thirty days after the issuance of the learner's permit you will be eligible to test for a driver's license. Upon successfully passing all exams, the Department will issue a PL. All restoration requirements must be completed.

If your driving privilege is revoked, you will be required to take a driver road test before the Probationary License can be issued.

If your driving record requires an Ignition Interlock certification, then you will be required to have the device installed in your vehicle for the first year that you hold a PL.

In order for the Department to evaluate whether or not you are eligible for a PL. You must complete the Probationary License Petition (DL-20) and send it with your check or money order, proof of insurance(s), and any other required documentation by **certified mail to the address listed on the form.**

## INSTRUCTIONS FOR COMPLETING THE PETITION

Carefully read and follow the instructions below to complete the attached Probationary License Petition. The Petition must be complete and accurate for your request to be considered. Attach additional sheets of paper if needed. Once completed, you must send your petition by certified mail.

1. **SECTION A** - Fill in all blocks. If you do not know your license number or expiration date, please leave those blocks blank. Provide a daytime telephone number (between 8:00 a.m. and 4:30 p.m., Monday through Friday) where the Department can reach you, if necessary, to get additional information to process your Petition.
2. **SECTION B - Name Change** - If you desire to use your birth name, you must present your state issued birth certificate with a raised seal. If your name changed by permission of court, you must present a Certified Copy of the Court Order. If you desire to use your spouse's surname, you must present your marriage certificate. If you desire to use another name, you must present your Social Security Card, together with two other sources issued in the desired name such as: Tax Records, Selective Service Card, Voter Registration Card, Passport, any form of Photo I.D. issued by a governmental agency, banking records, or baptismal certificate.

**To report errors on your driver's license relating to name, date of birth or social security number, please contact PennDOT's Customer Care Center at 717-412-5300.**

**If you are required to present supporting documentation to correct your record, all documents must be originals and presented in person at a PennDOT Driver License Center.**

- **For NAME corrections, you must present your state issued birth certificate with a raised seal, a Certified Copy of the Court Order or your marriage certificate.**
- **For DATE OF BIRTH corrections, you must present state issued birth certificate with raised seal.**
- **For SOCIAL SECURITY NUMBER corrections, you must present your Social Security Card.**

**\*Note: All name changes must be made in person at a Driver License Center. All documents must be original.**

3. **SECTION C** - List all vehicles (including rental vehicles) that you will drive. You can only list five (5) vehicles. For each vehicle that you list, give the year/make/model of the vehicle, the license plate number and state, the vehicle insurance company name, policy number, and the policy's effective and expiration dates. You must also send a copy (not the original) of **one** of the following documents, for each vehicle listed, as proof of financial responsibility/insurance along with the Petition:
  - (1) A financial responsibility/insurance identification card
  - (2) A copy of the declaration page from the insurance policy
  - (3) A copy of an application for insurance to the Pennsylvania Automobile Insurance Plan signed by a licensed insurance agent or broker
  - (4) A certificate of self-insurance issued by the Pennsylvania Department of Transportation
  - (5) A valid binder of insurance issued by an insurance agent or company licensed to sell motor vehicle liability insurance in Pennsylvania

If you drive more than one company-owned vehicle, you only need to send one copy of the company's financial responsibility/insurance identification card.

4. **SECTION D** - Read this section before signing. Once you have read and understand the information, sign your name in ink on the line provided. Your Petition will be rejected if it does not include your signature. If you used a Messenger Service, such as an automobile club or notary public, to help you complete this form, place a check in the box provided.

**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 C.

**Organ Donation Awareness Trust Fund (ODTF):** You have the opportunity to contribute \$3.00 to the Fund. The additional \$3.00 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 make sure your contribution is handled properly.

5. Once you have completed the Petition, review the Checklist at the end of form to calculate the total dollar amount you must send. Before a Probationary License can be issued all fines, court costs and restoration fees must be paid.

The Department will inform you in writing within 30 days of receiving your Petition whether or not you qualify for a Probationary License. If we determine that you meet the initial criteria for a Probationary License, you will be scheduled for a Departmental Review Session. Applicants may request additional hours at this session. Documentation to support the need for additional hours should be presented at this time. Following the interview and the completion of any required testing, the Department will make a recommendation regarding issuance of your Probationary License.

If you have any questions, please write to the PA Department of Transportation, Bureau of Driver Licensing, OLL/PL Unit, P.O. Box 68689, Harrisburg Pa 17106-8689. In order to provide an immediate response, please include your daytime telephone number.

**PROVISIONS OF 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.

CHECKLIST	SEND BY <u>CERTIFIED MAIL</u> TO:
<p>Did you remember to include the following fees on your check or money order?</p> <p>1. <input type="checkbox"/> Restoration Fee (Required)</p> <p>2. <input type="checkbox"/> \$132.75 Application Fee (Required) <b>includes:</b></p> <ul style="list-style-type: none"> <li>• \$37.00 PL Petition Fee (non-refundable)</li> <li>• \$81.00 Processing Fee, \$5.25 License Fee, and \$9.50 Photo Fee</li> </ul> <p>3. <input type="checkbox"/> \$3.00 voluntary contribution to the Organ Donation Awareness Trust Fund (optional)</p> <p>4. <input type="checkbox"/> \$3.00 voluntary contribution to the Veterans' Trust Fund (optional)</p> <p>5. <input type="checkbox"/> Submit Proof of Insurance for <i>all</i> vehicles listed on this Petition (Required)</p> <p>6. <input type="checkbox"/> \$ _____ <b>TOTAL AMOUNT DUE WITH PETITION</b></p>	<p><b>PA Department of Transportation Bureau of Driver Licensing OLL/PL Unit P.O. Box 68689 Harrisburg, PA 17106-8689</b></p> <p><b>(THIS FORM MUST BE MAILED IN, DO NOT BRING TO DRIVER LICENSE CENTER)</b></p>