



COMMERCIAL DRIVER'S LICENSE APPLICATION TO DUPLICATE/CORRECT

Federal Regulation requires CDL holders to provide in person proof of citizenship or Legal Presence. For more information please see back of form.

Bureau of Driver Licensing • P.O. Box 68272 • Harrisburg, PA 17109-8272

A PLEASE READ IMPORTANT INFORMATION ON THE BACK. YOU MUST COMPLETE ALL PARTS OF SECTION A.

Form section A containing fields for Driver's License Number, LAST NAME, JR/ETC., FIRST NAME, MIDDLE NAME, DATE OF BIRTH, TELEPHONE NUMBER, and E-MAIL ADDRESS.

B APPLICATION FOR DUPLICATE (Check One)

Form section B with checkboxes for CDL Learner's Permit, Camera Card, Photo License, School Bus Driver Endorsement Card, Duplicate Required Due To (Lost, Stolen, Mutilated, Change of Address, Correction, Other, Never Received), and Organ Donor Designation.

C CHANGE OR CORRECTION ONLY (Important information on reverse side)

ADDRESS CHANGE - Proof of Address must be provided, see reverse side. A Post Office Box number may be used in addition to the actual residence address, but cannot be used as the only address. See reverse if using an out-of-state address.

Form section C fields for STREET ADDRESS, CITY, STATE (PA), ZIP CODE, and voter notification options.

NAME CHANGE (Please note all name changes must be done in person with original documents) REASON: MARRIAGE, DIVORCE, OTHER (see reverse side)

Form section C fields for LAST NAME, JR., ETC., FIRST NAME, and MIDDLE NAME.

OTHER CHANGES

Form section C fields for EYE COLOR, LENS RESTRICTIONS, CORRECTION OF DATE OF BIRTH, HEIGHT, and DROP PRIVILEGE.

D No person may hold more than one valid license at any time. If you have a license from another state, do not use this form. YOU MUST go to a Driver License Examination Center to surrender your out-of-state license and make application for a replacement PA license.

Form section D with 'ALL MUST BE ANSWERED' label and questions about license suspension and pending criminal charges.

E AUTHORIZATION AND CERTIFICATION

Form section E containing authorization text, checkboxes for Veterans Designation, Organ Donor Fund, and SIGN HERE fields.

THIS SECTION MUST BE NOTARIZED

Form section E containing notary information, affidavit text, and SIGN IN PRESENCE OF NOTARY label.

Form section E fields for PAID BY (Debit/Credit Card, Check, Money Order) and TOTAL \$.

**OUT-OF-STATE ADDRESS CHANGE.** We may not issue driver license products 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.

Attach a letter from your employer on their letterhead to document your status, or attach a copy of your current Photo ID issued by your employer. If you are the immediate family of a person meeting one of the allowable exceptions, attach the documentation of the person employed. Additionally, you must indicate your relationship to that person.

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:

US Armed Forces     Federal Government     Pennsylvania State Government

Relationship to person meeting exemption (check one):     Spouse     Dependent Child

- **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 E.
- Return your completed and signed application with your check or money order made payable to "PennDOT", to: **Bureau of Driver Licensing, P.O. Box 68272, Harrisburg, PA 17106-8272.**
- If your license is due to expire within six (6) months, complete form DL-143CD (Renewal of a Commercial Driver's License).
- If you find or recover your original license after you have submitted this application for a duplicate, return the original license with a letter of explanation to: Bureau of Driver Licensing, PO Box 68615, Harrisburg, PA 17106-8615. **After the duplicate is issued, the original license is no longer valid.**

#### DUPLICATE FEE SCHEDULE

<b>NEVER RECEIVED</b>	Application for a duplicate camera card or a product never received, the form <b>must be notarized</b> . Fees will apply if more than 90 days from date issued.
<b>LEARNER'S PERMIT AND/OR KNOWLEDGE TEST AUTHORIZATION</b>	FEE \$5.00 <b>NOTE:</b> Permit expiration date will remain the same. If your Learners Permit expires within 15 days, you will be required to purchase an extension using a DL-31CD. <b>NOTE:</b> If extending or upgrading your permit, you must surrender your existing permit.
<b>CDL CAMERA CARD</b>	FEE: \$5.00 if photo was not taken with the original camera card and this form <b>must be notarized</b> . <i>If license is endorsed with a Class M, the fee is \$11.00 and this form <b>must be notarized</b>.</i>
<b>CDL PHOTO LICENSE</b>	FEE: \$30.50 - The Bureau will issue one of the following: (this form <b>must be notarized</b> .) <ul style="list-style-type: none"> <li>• A camera card, which is a temporary Commercial Driver's License for 60 days, for the purpose of having a photo-image taken at a Photo Driver's License Center</li> <li>• A Commercial Driver's License, complete with the applicant's most recent photo-image</li> </ul> <i>If license is endorsed with Class M, the fee is \$35.50 and this form <b>must be notarized</b>.</i>
<b>SCHOOL BUS ENDORSEMENT</b>	NO FEE
<b>ORGAN DONATION DESIGNATION</b>	When you are adding or removing the Organ Donor designation a duplicate fee is required. Refer to fees above.
<b>ORGAN DONATION AWARENESS TRUST FUND (ODTF)</b>	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.
<b>VETERANS' TRUST FUND (VTF)</b>	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.

**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.**

**CHANGE OF ADDRESS - FEDERAL REGULATIONS HAVE CHANGED:** All CDL holders must prove U.S. Citizenship or legal presence and residency. If you are requesting a change of address you must provide one of the following residency documents. To determine if you must appear in person please contact our customer call center at 717-412-5300.

#### TO MEET RESIDENCY REQUIREMENTS YOU MUST PRESENT ONE OF THE FOLLOWING

- Tax Records                      • Lease Agreements                      • Mortgage Documents                      • W-2 Form (do not mail)                      • 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.--**

### ALL DOCUMENTS PRESENTED AT A DRIVER LICENSE CENTER MUST BE ORIGINAL.

#### 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.