

# Application for a Driver License or ID Card

## At the Manatee County Tax Collector's Office

**Must be turned in by 4:45 pm** or schedule an appointment by calling 941 741 4800.

(Written exam cut off times are as follows:  
3:30 pm for CDL and 4:10 pm for Class E.)

### STEP 1 What is your citizenship/legal presence status? (Required per F.S. 322.08)

Check One:  US Citizen  Immigrant, Permanent Resident (Green Card), Non-Immigrant or Temporary Resident

### STEP 2 Are you applying for a driver license or ID card?

Check One:  Driver License, Learner License or Reinstate  ID Card

If requesting a Florida ID card, your current Florida or out-of-state driver license will be cancelled. (This is per the Federal Real ID Act effective 2010.)

### STEP 3 What transaction(s) are you processing today? (Fees below are approximate and a \$15 late fee may apply.)

CHECK ALL THAT APPLY BELOW OR TO THE RIGHT:

- Renew - \$31.25 (ID) to \$54.25 (License)
- Replacement - \$31.25
- Replacement/Stolen with Police Report - \$6.25
- Address Change - \$31.25
- Name Change - \$31.25
- Out-of-State Transfer - \$54.25
- Add Motorcycle (course complete) - \$38.25
- Learner Upgrade (road test complete) - \$6.25 to \$74.25

#### Complete this page (Page 1) only for these transactions:

(If processing any other transactions, complete entire application.)

- Traffic Ticket Clearance (D6) - \$66.25 (T)
- Driving Transcript (not certified) - \$14.25 to \$16.25 (T)
- Eye/Vision Exam/Report Update - \$6.25 (T)

#### Testing/Exams

- First-time Driver Lic., Learner Lic. or ID Card - \$31.25 to \$74.25 (U)
- Written Exam (by appointment only) - \$6.25 to \$16.25 per exam retest (M)
- Class E Driving/Road Test (by appointment only) - \$6.25 to \$74.25 (N)

#### Commercial Driver License (CDL)

- CDL: Renew (without Hazmat) - \$81.25 + \$7.00 per end. (U)
- CDL: Out-of-State (without Hazmat) - \$81.25 + \$7.00 per end. (U)
- CDL: Replacement (with or without Hazmat) - \$31.25 (U)
- CDL: Add Endorsement (without Hazmat) - \$31.25 + \$7.00 per end. (U)
- CDL: Downgrade to Regular Operator License - \$31.25 to \$54.25 (U)
- CDL: Hazmat or Road Test (not offered; see receptionist)

#### Other Specialized Driver License Department Transactions

- Notice of Pending Suspension/Insurance Update - \$6.25 (T)
- Insurance Suspension Clearance (FR) - \$21.25 to \$506.25 (T)
- Reinstatement (Points, HTO, Child Support, etc.) - \$21.25 to \$81.25 (T)
- DUI and/or Ignition Interlock - \$281.25 & up (T)
- Hardship License (with BAR approval) - \$31.25 to \$54.25 (T)
- Traffic School Issue/Update - \$6.25 (T)
- License Status Check - \$6.25 (U)
- Other: \_\_\_\_\_ - \$6.25 & up (U)

### STEP 4 Provide Your Personal Information (All fields below are required to be completed.)

Full Legal Name	First Name								
	Middle Name								
	Last Name & Suffix								
Resident Address	Complete Street								
	City			State		Zip			
Mailing Address	Complete Street (If different than Resident)								
	City			State		Zip			
Birth Date	Month	-	Day	-	Year	State of Birth (If not US, print country of birth)		Vision Correction for Long Distance	
								<input type="checkbox"/> Glasses	<input type="checkbox"/> Contacts
Sex/Gender		Height		Race/Ethnicity (Required per F.S. 322.08)					
<input type="checkbox"/> Male <input type="checkbox"/> Female		ft in		<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other					
Current Driver License or ID Card Number								Issuing State	

# Identity Documents (Increased requirements, as part of the Federal Real ID Act, for anyone requesting a Florida license or ID card)

**\*\*IMPORTANT\*\*** If you do not have the required documents at this time, we encourage you to wait, so that an associate can advise you of any additional requirements and fees due. If you need to leave, please call (941) 741 4800 to make an appointment and decrease your wait time on your return visit. Or, try obtaining the documents you need online at [www.gathergoget.com](http://www.gathergoget.com) or other website from our Self Service PC in the lobby.

**STEP 5** Have you ever been issued a Florida Real ID compliant driver license or ID card?  
Most Florida driver licenses and ID cards issued after January 1, 2010 are Real ID compliant.

- NO** - Go to Step 6 and complete remainder of application.
- YES** - Go to Step 8 and complete remainder of application.  
(Non-US citizens must go to Step 6.)



A **GOLD STAR** on your Florida driver license or ID card means you are already Real ID compliant.

**STEP 6** You **must** be able to provide one of the following to prove your legal presence in the United States. Which document will you be providing to us today? (Check one.) If you are a non-immigrant (temporarily in the US and not a US citizen), you must present your original USCIS (INS) documents at every visit, even if you are already Real ID compliant.

- Current Original US Passport/Passport Card     Original/Certified US Birth Certificate issued by a State/Govt agency (not a hospital)
- Original US Certificate of Naturalization     Original Report of Birth Abroad issued by the Department of State
- Original USCIS (INS) documents, which includes any applicable supporting documents (i.e. Permanent Resident Card, I-94, Passport, etc.)

**Are you a US citizen born in 1935 or before?** You may be exempt from this requirement, provided you are able to present a second form of identification that lists your full legal name and date of birth (excludes your driver license/ID card). Go to Step 7 if this applies.

**STEP 7** You **must** be able to provide one of the following to prove your Social Security Number in accordance with Florida Statute 322.08(2)(a). (The proof submitted must be in your current full name.) Which document will you be providing to us today? (Check one.)

- Original Social Security Card/Stub with name & full Social Security #     Social Security Letter **with name & full Social Security #**
- W-2 Form or pay stub **with name & full Social Security #**     1099 Form **with name & full Social Security #**
- Never issued a Social Security Number (You may be required to provide Form L-676 issued by the Social Security Administration.)

**Medicare cards are not acceptable as proof of Social Security Number.**

**STEP 8** You must be able to provide two of the following in your name to prove or change your residential address. Proofs must be from two different sources. Which two documents will you be providing to us today? (Check two.) **Go to Step 9 if you already have a Real ID compliant Florida license/ID card** and your **current** address is printed on it.

- |   |   |
|---|---|
| <input type="checkbox"/> Tax bill, receipt, deed, mortgage or rental agreement  | <input type="checkbox"/> Florida voter registration card (may be able to look up if Manatee Co.)      |
| <input type="checkbox"/> Florida vehicle, boat or mobile home registration or title   | <input type="checkbox"/> Current automobile or homeowner's insurance policy, card or bill             |
| <input type="checkbox"/> Automobile payment booklet or lease agreement  | <input type="checkbox"/> W-2 Form, SSA-1099 or Non-SSA-1099   |
| <input type="checkbox"/> Utility bill (water, electric, cable, etc.) <u>2 months old or less</u>                              | <input type="checkbox"/> Utility hook-up or work order <u>2 months old or less</u>                    |
| <input type="checkbox"/> Cell phone bill <u>2 months old or less</u>  | <input type="checkbox"/> Bank, credit card or financial statements <u>2 months old or less</u>        |
| <input type="checkbox"/> Medical or health card with address listed   | <input type="checkbox"/> Unexpired professional license issued by a US Government agency              |
| <input type="checkbox"/> Federal, State, County or City Government documents  | <input type="checkbox"/> Letter & Certification of Address from a shelter or assisted living facility |
| <input type="checkbox"/> Educational transcripts for the current school year  | <input type="checkbox"/> Statement from the person you live with and 2 proofs of their address        |
| <input type="checkbox"/> Other mail addressed to you from verifiable and reputable sources (approved on a case-by-case basis) |   |

**STEP 9** If your name has not changed since birth, go to Step 10 and complete the remainder of this application. If the full name printed on your legal presence document (Step 6) is different than the name on your current license/ID OR you are changing the name on your Florida Real ID compliant license/ID, you must provide legal name change documents that link the names together or prove the name change. A valid US Passport in your current name may be acceptable in lieu of name change document(s). Which document(s) will you provide to us today? (Check any that apply.) **Go to Step 10 if you have a Real ID compliant Florida license/ID** and your **current** name is printed on it.

- Original or Certified Marriage Certificate(s) from a State/Govt agency (**Marriage Certificates from a church are not acceptable**)
- Divorce Decree(s) legally filed/documented that restores former name     Court ordered name change documentation

**Are you a US citizen born in 1935 or before?** You may be exempt from this requirement, provided you are able to present a second form of identification that lists your full legal name and date of birth (excludes your driver license/ID card). Go to Step 10 if this applies.

**If you are applying for an ID card, only answer #3, #4 and #9 thru #14 (circled numbers below).**

- 1. Have your driving privileges ever been suspended, revoked or denied?  Yes\*\*  No
  - a. If yes, what state(s) and approximate date(s)? \_\_\_\_\_
- 2. Have you ever been convicted of an alcohol or drug-related driving offense in your lifetime? If yes, answer the following.  Yes\*\*  No
  - a. Have you been convicted of a DUI 3 times within the last 10 years?  Yes\*\*  No
  - b. Have you been convicted of a DUI 2 times within the last 5 years?  Yes\*\*  No
- 3. Other than the driver license or ID that you may be presenting today, do you have any other state-issued driver licenses or ID's in your possession? (Excludes identification such as a concealed weapon's permit, credit card, high school ID, etc.)  Yes\*\*  No  
(Note: All driver licenses or ID cards must be surrendered to our office.)
- 4. Other than the driver license or ID that you may be presenting today, have you ever been licensed in any other state(s)?  Yes  No
- 5. Have you ever been adjudged by a court to be afflicted with or suffering from any mental disorder or disease?  Yes\*\*  No
- 6. Have you suffered from epilepsy, fainting or dizzy spells within the last 2 years?  Yes\*\*  No
- 7. Are you addicted to drugs or intoxicants?  Yes\*\*  No
- 8. Do you have any physical or mental disabilities that could affect your driving?  Yes\*\*  No
- 9. Are you interested in becoming/remaining an organ donor?  Yes\*\*  No
- 10. Are you an insulin dependent diabetic? (If yes, and you are applying for a CDL, an intrastate restriction (2) will be added.)  Yes\*\*  No
- 11. Are you a Florida resident or becoming a Florida resident?  Yes  No\*\*
- 12. Do you wish to add or change your Emergency Contact Information? If yes, provide all of the following information.  Yes\*\*  No
  - a. Primary contact name: \_\_\_\_\_
  - b. Relationship to Applicant:  Spouse  Parent  Sibling  Child  Grandparent  Ext. Family  Friend  Other
  - c. Primary contact complete address: \_\_\_\_\_
  - d. Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_  Home  Work  Cell
- 13. Are you an honorably discharged military veteran? If yes, answer all of the following.  Yes\*\*  No
  - a. Are you a 100% disabled veteran with documentation from the Veteran's Administration to prove it?  Yes\*\*  No
  - b. Would you like to be contacted about federal/state benefits you may be entitled to as a result of military service?  Yes\*\*  No  
If yes, provide your e-mail address: \_\_\_\_\_
  - c. Would you like a "V" designation (for Veteran) printed on the front of your driver license or ID card? (add \$1)  
(You must be able to provide proof of veteran status, such as a DD-214, to qualify.)  Yes\*\*  No
- 14. Are you currently registered to vote in Florida at your current address?  Yes  No  
If no, would you like to apply to register to vote in Florida or change your voter information/status?  Yes\*\*  No  
If yes, answer the following and be prepared to provide us with your party affiliation.
  - a. Are you a convicted felon?  Yes\*\*  No
  - b. Do you require voting assistance?  Yes  No
  - c. Are you interested in being a poll worker?  Yes  No
  - d. I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.  Yes  No\*\*

15. **Do you currently hold or are you applying for a commercial license (CDL)?**  Yes\*\*  No  
If yes, you must let the receptionist know and you must complete the Commercial Driver License Questionnaire (separate form).

## STEP 11 Oath and Acknowledgment (Oath required per F.S. 322.08)

Under penalty of perjury I (the applicant) swear or affirm that the information given by me in this application is **true and correct**. And, if I was assisted in the completion of this application by an employee of the Manatee County Tax Collector's Office, I acknowledge that the answers were reviewed with me and they are true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT!** Any cross outs, white outs or corrections must be initialed by the applicant and processing associate.  
The information in this document is believed to be correct and is subject to change and is not warranted.

### Office Use Only

Form Reviewed/Processed by: \_\_\_\_\_ Customer Assistance Provided by: \_\_\_\_\_

Associate #/Initials: \_\_\_\_\_ Associate #/Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Specialized Driver License Department Only

TLSAE: \_\_\_\_\_ Est. Fee: \_\_\_\_\_

Vision: \_\_\_\_\_ Learner:  Yes  No

Restriction(s): \_\_\_\_\_  Reinstatement Only

## Document Help and How To

Rev. 12/2011

The **easiest and fastest** way to determine what documents you need and where to get them is by visiting [www.gathergoget.com](http://www.gathergoget.com).

- Create a **personalized checklist** that details documents that you will need to bring with you to get your driver license or ID card.
- Obtain **contact information** for the agency where you can request the required documentation.
- Locate the closest State Driver License or Tax Collector's Office and **schedule an appointment**.

## State & Government Agencies

### US Birth Certificates

- Florida: Manatee County Health Department at (941) 748-0747
- All States: [www.vitalchek.com](http://www.vitalchek.com) or [www.cdc.gov/nchs/w2w.htm](http://www.cdc.gov/nchs/w2w.htm)
- Hospital birth certificates are not acceptable

### US Passports & Passport Cards

- Manatee County Court House at (941) 741-4020
- [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

### Marriage Certificates & Divorce Decrees

- Manatee County: Court House at (941) 749-1800
- All States: [www.vitalchek.com](http://www.vitalchek.com) or [www.cdc.gov/nchs/w2w.htm](http://www.cdc.gov/nchs/w2w.htm)
- Church marriage certificates are not acceptable

### Social Security Cards

- Local Social Security Administration Office at (800) 772-1213
- [www.socialsecurity.gov](http://www.socialsecurity.gov)

## Stay Connected to the Tax Collector's Office!

Important updates, newscasts, lobby wait times, office locations and other information is just a click or text away!

- Visit our website [www.taxcollector.com](http://www.taxcollector.com).
- Follow us on **Facebook** and **Twitter** at [ManateeTax](#) to get up-to-date information and newscasts.
- **Check our lobby wait times on the go!** Text the word **WAIT** to [41411](tel:41411) to see the number of customers waiting in our lobbies and the estimated wait time. (Standard text messaging rates may apply.)

## Concerns & Complaints

Contact your US Senate or House of Representatives member(s):

### US Senate

- Marco Rubio: (202) 224-3041 or <http://rubio.senate.gov>
- Bill Nelson: (202) 224-5274 or <http://billnelson.senate.gov>

### House of Representatives

- Vern Buchanan: (202) 225-5015 or <http://buchanan.house.gov>
- Kathy Castor: (813) 871-2817 or <http://castor.house.gov/>

### Federal Real ID Act

- [www.gathergoget.com](http://www.gathergoget.com)
- (850) 617-3995

# Commercial Driver License Questionnaire

## Supplement to Application for Driver License

Must be turned in by 4:45 pm or schedule an appointment by calling 941 741 4800.

(The written exam cut off time is 3:30 pm.)

Federal and State law require you to answer *all* of the following questions when replacing, changing your address, renewing, transferring from out-of-state and/or applying for a Commercial Driver License (CDL) in Florida. Save a return trip to our office and complete this form in its entirety! If any information is missing, your transaction *will not be processed*.

### Print Your Full Legal Name

(as it appears on your driver license) \_\_\_\_\_

1. Do you operate or expect to operate a commercial motor vehicle in interstate and/or intrastate commerce? Check one. (See reverse side for definitions of interstate and intrastate commerce.)

**INTERSTATE & INTRASTATE COMMERCE**

**OR**

**INTRASTATE COMMERCE ONLY**

I operate or expect to operate exclusively in the following, which exempts me from carrying a medical certificate/card.

(Check all that apply.)

- I drive for a federal, state or local government agency; excludes school bus drivers transporting passengers. (B)
- I occasionally transport personal property without compensation or for commercial purposes. (B)
- I transport medical patients or human corpses. (B)
- I engage in emergency operations. (B)
- I engage in custom harvesting. (B)
- I engage in beekeeping. (B)

No exemption above applies **OR** I am unemployed.  
**You must complete the Medical Certification below.**  
[Note: As of October 1, 2011, being unemployed **no longer exempts you** from medical certification.] (A)

I operate or expect to operate exclusively in the following, which exempts me from carrying a medical certificate/card.

(Check all that apply.)

- I transport agriculture/forestry products between the farm or place of harvest and a market or first place of storage. (D)
- I drive a commercial vehicle owned by an electric/phone utility within 200 miles of where the vehicle is based. (D)
- I operate a private school bus with seating for fewer than 24 passengers. (D)
- I operate as a driver/salesman within 100 miles of my workplace and I have not had any traffic convictions within the past 3 years. Driving a commercial vehicle must be required as part of your job. (D)

No exemption above applies **OR** I am unemployed.  
**You must complete the Medical Certification below.**  
[Note: As of October 1, 2011, being unemployed **no longer exempts you** from medical certification.] (C)

### ONLY COMPLETE THIS SECTION IF NO EXEMPTION ABOVE APPLIES

Effective October 1, 2011, Federal and State law now require anyone who *currently* holds a CDL license as well as anyone applying for a first-time Florida CDL license to **present a current medical certificate or card** when they do not meet one of the medical exemptions listed above. (If required to carry a medical waiver or a skill performance certificate in addition to a medical certificate/card, a "V" restriction for "medical variance" will automatically be placed on your driver license. When this applies, you will be required to submit the medical waiver and/or skill performance certificate for review.)

### MEDICAL CERTIFICATION (In accordance with § 383.71 of the Federal Motor Carrier Safety Regulations)

Complete the following based on the information listed on your **current medical certificate/card** (all spaces must be filled in). If you cannot read the information on your medical certificate/card, you must call the doctor to obtain the information before visiting our office. For a list of certified medical examiners and to obtain the medical examination form, visit <http://nrcme.fmcsa.dot.gov/>.

Medical Examiner's Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Certificate/Card Issue Date: \_\_\_\_\_

Medical Examiner's First and Last Name: \_\_\_\_\_

Specialty:  Medical Doctor  Advanced Practice Nurse  Chiropractor  Osteopathic Doctor  Physician Assistant

Medical Examiner's License #: \_\_\_\_\_ License State: \_\_\_\_\_

Certificate/Card Expiration Date: \_\_\_\_\_ (cannot be expired)

**Note: If you are unemployed, you cannot claim exemption from medical certification requirements for that reason only. You may choose to downgrade to a regular operator's license (Class E) instead of providing medical certification.**



2. Are you **physically qualified** to operate a commercial motor vehicle per § 391.41 of the Federal Motor Carrier Safety Regulations? ("Physically qualified" includes but is not limited to having both feet, legs, hands and arms, as well as having no established clinical diagnosis or medical history of a condition or disease, or other impairment that would interfere with your ability to safely operate a commercial motor vehicle. For a complete list of physical qualifications, visit <http://www.fmcsa.dot.gov/>.)  Yes  No\*\*
3. Are you applying for employment or are you currently employed with a public or private school system that requires you to hold a CDL license?  Yes\*\*  No
- If yes, do you have your public/private school employment ID card or letter from your employer? (This is required in order to qualify for a reduced fee for an original issuance or a renewal.)  Yes  No\*\*
4. I certify that the motor vehicle that I used to take the CDL driving skills test represents the type of motor vehicle I operate or expect to operate.  Yes  No\*\*
5. Have you been licensed in any state other than Florida in the last 10 years?  Yes\*\*  No
- If yes, what state(s)? Include driver license #'s (if known): \_\_\_\_\_
6. I understand that it is **my responsibility**, before I leave the tax collector's office, to make sure that the Florida driver license that is given to me at the conclusion of my transaction contains all of the following: (a) correct class [A, B, or C], and (b) correct restrictions, and (c) correct endorsements. I also understand that failure to do so could result in traffic tickets or fines, and the tax collector's office is not responsible once you leave with your Florida driver license.  Yes  No\*\*

## Oath and Acknowledgment (Oath required per F.S. 322.08)

Under penalty of perjury I (*the applicant*) **swear or affirm** that the information given by me in this application is **true and correct**. And, if I was assisted in the completion of this application by an employee of the Manatee County Tax Collector's Office, I acknowledge that the answers were reviewed with me and they are true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT!** Any cross outs, white outs or corrections must be initialed by the applicant and processing associate. The information in this document is believed to be correct and is subject to change and is not warranted.

Rev. 12/2011

### Office Use Only

Form Reviewed/Processed by:

Customer Assistance Provided by:

Associate Number/Initials: \_\_\_\_\_

Associate Number/Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Interstate vs. Intrastate Commerce (Excerpted from <http://www.flhsmv.gov/fhp/OMCC/USDOTNumberFAQ.htm>.)

The Code of Federal Regulations offers the following definitions that provide guidance in determining if you are an interstate or intrastate carrier.

- **INTERSTATE COMMERCE** means trade, traffic, or transportation in the United States, including the following:
  1. Between a place in a State and a place outside of such State; including a place outside of the United States. (For example, if you start a trip in Florida and travel outside of Florida to another state, you are engaged in **interstate commerce**.)
  - OR
  2. Between two places in a State through another State or a place outside of the United States. (For example, if you start a trip in Florida and take a short-cut through Georgia to reach your destination in Florida, you are engaged in **interstate commerce**.)
  - OR
  3. Between two places in a State as part of trade, traffic, or transportation originating or terminating outside the State or the United States. (For example, if you are transporting goods from a warehouse in Ocala, Florida to a business in Belleview, Florida and the load originated in New York City, New York as determined by the load's manifest, you are engaged in **interstate commerce**.)
- **INTRASTATE COMMERCE** means any trade, traffic, or transportation in any State which is not described in the term "interstate commerce." In short, if your operation is solely within the State of Florida, and the commerce you engage in is solely within the State of Florida, e.g. no straight-through shipments, you are an intrastate carrier. (For example, if you are an aggregate hauler loading Florida lime rock from a mine in Center Hill, Florida and delivering to a job site in Orlando, Florida, you are engaging in **intrastate commerce**.)