

Procedure for Obtaining Permit

- 1) Study the “Rules of the Road” booklet and be prepared to answer questions on a written quiz regarding signs and traffic laws.
- 2) Do not fold application form.
- 3) Complete the following information on the FRONT of the application **before** going to the Drivers’ License station.
 - a. Personal data
 - i. FULL NAME (FIRST, MIDDLE AND LAST)
 - ii. RESIDENCE ADDRESS
 - iii. CITY
 - iv. ZIP CODE
 - v. COUNTY
 - vi. SOS, leave blank
 - vii. HEIGHT, WEIGHT, HAIR COLOR, EYE COLR AND GENDER
 - viii. DATE OF BIRTH
 - ix. SCHOOL CODE (0354)
 - b. Written Consent- Parent/legal guardian signs to give consent to students for issuance of instruction permit and indicates relationship with student.
- 4) Complete the following information on the BACK of the application before going to the Drivers’ License station.
 - a. Application Questions
 - i. Students should answer questions 1-7 by responding with a Y (for yes) or N (for no).
 - ii. If any question is responded to with a “Y” the student should provide appropriate documentation.
 - b. Applicant’s Signature – The students will need to sign the application with their full name as indicated on the front of the application.
- 5) Take application to the Drivers’ License station along with \$20.00 (check, cash or money order) and three forms of identification, two of which are required:
 - a. Parent or Guardian (Required)
 - b. Certified Birth Certificate (Required)
 - c. Student Identification Card from School
 - d. Baptismal Certificate
 - e. Bank Book or Check Book
- 6) Have your Social Security Card with you for verification of your number.
- 7) Drivers’ License station hours are:
 - a. Tuesday 8 a.m. – 6 p.m.
 - b. Wed. – Fri. 8 a.m. – 5 p.m.
 - c. Sat. 8 a.m.- 12 (noon)
 - d. Closed Mondays
- 8) If student fails the lab (BTW) they will be required to pay the lab fee for every time they attempt BTW.