



The Delaware Driving Privilege Card (DPC) is a valid driver license that the Delaware Division of Motor Vehicles (DMV) issues for driving purposes only. ***The DPC is not a valid form of identification.*** The DPC is available to foreign Delaware residents meeting certain eligibility requirements but are unable to produce legal presence within the United States. U.S. Citizens and persons with valid legal presence documents are not eligible for a DPC.

- Fee for the Driving Privilege Card is \$20
- DPC will be valid for a period of 4 years
- DPC and Card will bear the distinct verbiage on its face of
 - “Driving Privilege Only”
 - “Not Valid For Identification”

Beginning **December 27, 2015**, a DPC applicant may call the Delaware State Bureau of Identification (SBI) office at 302-739-2528 to schedule an appointment to begin the application process.

- SBI requires proof of identity and will collect a fee of \$52.50
- SBI processes applicants’ fingerprints, validating their identification
- SBI provides applicant a receipt number and DMV “appear on or after” date for the DMV process

A DPC applicant must also obtain a Certification of Filing Compliance document from the Delaware Division of Revenue.

- Document verifies applicant filed Delaware taxes within the two years prior to a DPC application.
- It contains applicant’s name, tax years filed, last four digits of Individual Tax Identification Number (ITIN) or Social Security Number (SSN), and a document locator code

The applicant may visit the Delaware Division of Revenue’s website at www.revenue.delaware.gov to immediately collect a Certification of Filing Compliance document or call the Division of Revenue’s office at 302-577-8200 to schedule an appointment to obtain one.

Once SBI and Revenue requirements are met, applicants may schedule an appointment for DMV.

- Appointments can be made by calling 1-877-477-7117.

To ensure quality customer service, you must schedule an appointment with DMV prior to your appearance and provide current contact information, SBI receipt number and SBI’s “appear at DMV on or after” date. DMV may not be able to accommodate applicants without appointments.

When you arrive at DMV for your scheduled appointment, please be prepared; have all required documents, which must be in their original or certified form:

- Photocopied, altered, or expired documents ***will not be*** accepted.
- Documents in foreign languages must be translated into English by a professional translator and accompany the original foreign language document.

DMV will verify, scan and store images of all presented documents. A vision screening and knowledge exam may be conducted during your initial visit. Once you pass the knowledge exam, a permit may be provided, and a road exam may be scheduled for a future date. You must hold your permit for at least 10 days before a road exam can be scheduled.

A quick check list is provided on the reverse of this sheet for your reference. For the most up to date information regarding the DPC process, please visit the DMV website at www.dmv.de.gov.

DPC Application Requirements

www.dmv.de.gov

1. Visit your local State Bureau of Identification (SBI) office for fingerprinting on or after December 27, 2015. (Visit www.dsp.delaware.gov/state_bureau_of_identification for SBI location information):

- ✓ Have fingerprints collected. Fee is \$52.50
- ✓ Get SBI receipt containing:
 - Name and date of birth
 - SBI Receipt number
 - DMV's "Appear on or after" date

Do not lose this receipt. You will need to provide it to DMV for application purposes

2. Visit the Division of Revenue's website at www.revenue.delaware.gov to immediately collect your Certification of Filing Compliance document or call the Division of Revenue at 302-577-8200 to schedule an appointment to obtain one.

- ✓ Request a Certification of Filing Compliance as proof of previous two years of filed Delaware tax documents
- ✓ Certification of Filing Compliance document contains:
 - You (and your spouse and/or dependents) name
 - Year taxes were filed
 - Your (and your spouse and/or your dependents) ITIN/SSN
 - Document locator code

3. Call DMV at 1-877-477-7117 to schedule an application appointment:

- ✓ Information needed to schedule an appointment:
 - Name and date of birth
 - SBI Receipt number
 - DMV's "Appear on or after" date provided by SBI

4. Appear at the DMV facility where your appointment is scheduled:

- ✓ You must appear at the proper DMV facility prepared and on time
- ✓ Documents that you provide must be valid, original or certified, and if applicable, translated into English by a professional translator.
- ✓ Required documents:
 - **SBI receipt**
 - **Division of Revenue's Certification of Filing Compliance**
 - **Proof of Name and Date of Birth** (Valid passport or unexpired consular identification document)
 - **Name change documents, if applicable.** (In the case of multiple name changes, you must provide a document from each name change to prove the continuity of names.)
 - **Two separate proofs of Delaware residency** (Must be postmarked by USPS within last 60 days and must come from a company/business. Personal mail will not be accepted.)
 - **\$20 application fee**

5. After the application process has been completed you must pass the required:

- ✓ Vision Screening
- ✓ Rules of the Road Knowledge Test
 - A DPC permit will be issued upon successful completion.
 - The DPC permit is valid for 6 months and must be held for at least 10 days before a road test can be scheduled.
- ✓ Road Skills Test
 - DPC license will be issued upon successful completion of scheduled road test.