



Class D Transfers (Out-of-State and Foreign)

Driver License – Class D

2-26-2025

Contents

Revision History	2
Overview	2
Purpose	2
Policy Statement	2
Compliance	2
Systems	2
Roles	2
Procedures	3
Transfers from Out-of-State	3
Required Documents	3
Transfers from Foreign Countries and U.S. Territories	3
Processing Transfers in D360	5
References	8
Appendix	8
Appendix A: OAC 670:15-1-3. Procedures for obtaining an initial driver license	8

Revision History

Effective Date of SOP: 2/26/2025	SOP Number: SOP A.02
Functional Area Name: Driver License	Division Name: Class D
Last Review Date: 2/18/2025	Last Reviewer: Lance Frerich, Regional Manager
Next Review Date: 2/18/2026	Next Reviewer: Regional Managers
Executive Approval Date: 2/26/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

These Standard Operating Procedures (SOP) outline how to process the transfer of Class D driver licenses, either from out-of-state or from eligible foreign countries.

Purpose

This SOP describes the requirements to complete a Class D transfer, for both out-of-state licenses and foreign licenses. It also provides high-level instructions on how to process the transaction in D360.

Policy Statement

This SOP applies only to customers requesting the transfer of a valid, eligible out-of-state Class D driver license or eligible foreign equivalent.

Compliance

See Appendix for full excerpts from Oklahoma Administrative Code.

[OAC 670:15-1-3](#) – Procedures for obtaining an initial driver license
[OAC 670:15-9-7\(f\)](#) – Substitute for skills examination

Systems

Web Enrollment – System used to take photos and fingerprints.
PayPort – Payment processing system.
D360 – System of record used for issuing credentials.
SAVE – System used to verify validity of immigration documents.

Roles

List the roles and functions of anyone involved in the operations described within this document.

Role	Responsibilities
Driver License Examiner	Processes the transaction.
Help Desk	Collects South Korean driver licenses.

Procedures

Transfers from Out-of-State

New Oklahoma residents can transfer their out-of-state driver license and have their written and skills tests waived, so long as their out-of-state license has not been expired for longer than 6 months and is not currently suspended. Customers with out-of-state licenses must pass a vision test to receive their Oklahoma license.

Required Documents

Customers must bring the following documents to complete the transfer of their out-of-state license:

1. Valid out-of-state license
 - a. For Class D, cannot be expired for longer than 6 months
 - b. For CDL, **must not be expired**. Refer to "B.02 - CDL Transfers" SOP for more information
2. Primary ID / Proof of Legal Presence (other than the out-of-state license), such as U.S. unexpired passport, birth certificate, or immigration documents
3. Proof of Oklahoma residency
 - a. **TWO** proofs of Oklahoma residency are required for a REAL ID compliant license
4. Social security number (physical card is not required)
5. Name change documents (ONLY IF out-of-state license is not REAL ID Compliant and is NOT in current legal name)

NOTE: If the applicant has an I-797 extension letter, then the expired I-766 or I-551 would be extended by up to 48 months and would be updated in the metadata.

For additional information on document requirements and acceptable documents for original issuance, refer to OAC 670:15-1-3 (attached in [Appendix A](#)).

Transfers from Foreign Countries and U.S. Territories

The State of Oklahoma and the Republic of Germany, the countries of France, Taiwan and South Korea (TB 2017-004 03/17/2017) have now signed reciprocal agreements to waive knowledge and skills tests (but not vision tests) for each other's license holders. The customer must show legal presence in the U.S. and verify entitlement through the SAVE program.

Processing transfers from the aforementioned countries follows the same procedures as for out-of-state transfers, but with some additional requirements/procedures, as shown on the following page:

NOTE: South Korean licenses must be sent to the Help Desk, to be sent back to South Korea.

Issuing Country	Transferable?	Requirements / Procedures
Any U.S. Possession or Territory (including Puerto Rico, American Samoa, Guam, Northern Mariana Islands, U.S. Virgin Islands)	 (Class D tests waived)	<ul style="list-style-type: none"> Surrender of (valid) physical license English translation of traffic record, dated within last 60 days
Canada	 (Class D and CDL tests waived)	<ul style="list-style-type: none"> English translation of traffic record, dated within last 60 days
Germany	 (Class D tests waived)	<ul style="list-style-type: none"> English translation of traffic record, dated within last 60 days If no expiration date is on the license, enter 30 days from the date of processing Use the driving record as proof of eligibility, no email to the Help Desk required
France	 (Class D tests waived for <u>Category B</u> French licenses only)	<ul style="list-style-type: none"> English translation of traffic record, dated within last 60 days Use the driving record as proof of eligibility, no email to the Help Desk required
South Korea	 (Class D tests waived)	<ul style="list-style-type: none"> Physical license MUST BE SURRENDERED, collected and delivered to Help Desk International Driving Permit WILL NOT be surrendered <p>Process Option #1:</p> <ul style="list-style-type: none"> Customer must be at least 18 years of age Customer should present an International Driving Permit issued by the National/Metropolitan Police Agency (NPA or MPA) of the Republic of Korea and a Korean Driver License If all documents are determined to be valid, only the vision test is required; knowledge and skills test are waived

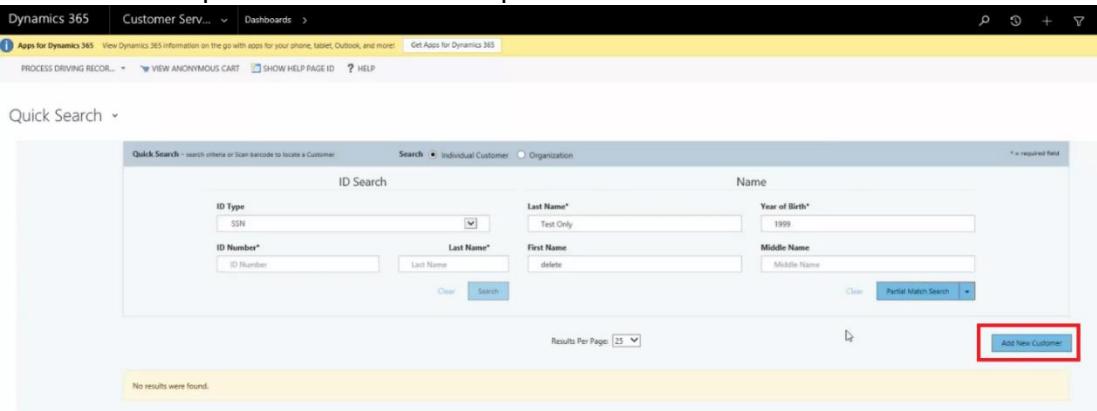
		<p>Process Option #2 (Should be VERY rare):</p> <ul style="list-style-type: none"> Customer must be at least 18 years of age IF the customer only has the Korean DL and not the International Driving Permit, the customer should present an English translation of their Korean driving record issued within the past six months along with their physical license
Taiwan	 (Class D only)	<ul style="list-style-type: none"> English translation of traffic record, dated within last 60 days Use the driving record as proof of eligibility, no email to the Help Desk required

Processing Transfers in D360

The process for transferring an out-of-state driver license is very similar to the original issuance of a driver license—for further information with step-by-step instructions, refer to the “A.01 - Original Issuance (Class D and State ID)” SOP.

Steps

1. Request all the required documents from the customer. Open **D360**.
2. Use Quick Search to check if the customer already has a file in D360. If they do, skip to step 4 and use the existing file to process the issuance. Otherwise, click “Add New Customer” and proceed to the next step.



The screenshot shows the Dynamics 365 Customer Service interface. The top navigation bar includes 'Dynamics 365', 'Customer Serv...', 'Dashboards', and a search bar. Below the navigation is a yellow bar with links for 'Apps for Dynamics 365', 'PROCESS DRIVING RECORD...', 'VIEW ANONYMOUS CAR', 'SHOW HELP PAGE ID', and 'HELP'. The main area is titled 'Quick Search' with sub-sections 'Quick Search - search criteria or Scan barcode to locate a Customer' and 'ID Search'. The 'ID Search' section contains fields for 'ID Type' (set to 'SSN'), 'Last Name*' (set to 'Test Only'), 'Year of Birth*' (set to '1999'), and 'First Name' (set to 'delete'). There are also fields for 'ID Number*', 'Last Name*', 'First Name', and 'Middle Name'. Below these fields are buttons for 'Clear', 'Search', 'Partial Match Search', and 'Results Per Page' (set to 25). At the bottom right of the search area is a blue button with the text 'Add New Customer', which is highlighted with a red box.

3. A new window will appear to add the new customer. Fill in their personal information.

null

Transaction : Add Customer - Test Only, delete

Identity Customer 360

General

Last Name*	Test Only	Out of State Information
First Name	delete	OOS DLN
No First Name	<input type="checkbox"/>	OOS Licensed State
Middle Name	..	
No Middle Name	<input type="checkbox"/>	
Suffix	..	
Date of Birth*	..	

NOTE: Do not fill in the “Out of State Information” section. Any data entered in those two fields will **NOT** transfer over to the customer’s new file.

- After opening/creating the customer file, the “Identity Panel” will appear. Click on the “DL – ORIGINAL” button.

TEST, COLLEEN ELIZABETH

Customer360 Workstation : APP-PHYS075-585.d360.ok.gov

Identity Panel

Photo

DL

Class D

Rest

End

Issue 8/18/2008

Exp 8/17/2012

Self Certification Status CDL Medical Certificate Not Certified

Issue Date

Expiration Date

Total Points

Visa Type

Issue Date

Expiration Date

Renewal Date

DL

ID

Other

CDL

LP ORIGINAL

MCP ORIGINAL

MCL ORIGINAL

DL ORIGINAL

- Complete the “Photo” tab in Web Enrollment as per usual.
- In the “Scan” tab, scan all the documents provided by the customer, including their out-of-state license. Make sure to check the boxes for any endorsements or restrictions that appear on the license, to make sure that those all transfer over to the new Oklahoma license.



Document Category: Issuance

Document Type: Out of State License

Scan Date: []

* Required

Issuing State	Texas
Issue Date	10/07/2021
Expiration Date	9/29/2029
License Type	Standard Operat
License Number	F1234567
Motorcycles Endorsement	<input type="checkbox"/>
Doubles/Triples Endorsement	<input type="checkbox"/>
Passenger Endorsement	<input type="checkbox"/>
Tank Endorsement	<input type="checkbox"/>
Hazardous Material Endorsement	<input type="checkbox"/>
Combined Tank/Hazmat Endorsement	<input type="checkbox"/>
School Bus Endorsement	<input type="checkbox"/>
Limit to Daylight Only Restriction	<input type="checkbox"/>
Farm Permit	<input type="checkbox"/>
Mechanical Devices Restriction	<input type="checkbox"/>

7. Open the “Application” tab and verify that all the customer’s personal information (contact information, emergency contact, address) are correct and up to date. If any pieces of information have changed, make the corresponding edits in this tab.

NOTE: For address changes, a proof of residence for the new address is required. For further information on the “Application” tab, refer to “Original Issuance (Driver License and State ID) SOP”.

8. The customer will have to pass a vision test to proceed with the transfer—refer to “Vision Test Procedures SOP” for further information. After the test is completed, input the results in the “Application” tab.
9. In the “End/Rest” tab, **DOUBLE-CHECK** that all endorsements and restrictions that appear on the license are checked in D360. After verifying the endorsements and restrictions, click to the “Checks” tab, and then open the “Tests” tab.
10. On the “Tests” tab, the Standard Skills (drive test) and Standard Driving Basic Law (written test) will automatically be waived if an out-of-state license was properly scanned.

Type	Result	Required	Waive	Waive Reason	Date	Expiration Date	Status Reason	Third Party Flag
Standard Skills	Waive	No	Yes	Out of State License	1/30/2025 12:0...	1/30/2026 12:00 AM	Active	No
Standard Driving Basic Law	Waive	No	Yes	Out of State License	1/30/2025 12:0...	1/30/2026 12:00 AM	Active	No

11. From the “Tests” tab onward, the remaining steps for processing an out-of-state transfer are identical to an original DL issuance. Complete the rest of the transaction as per usual.

References

1. [Out-of-State Transfers | Service Oklahoma](#)

Appendix

Appendix A: OAC 670:15-1-3 – Procedures for obtaining an initial driver license

(a) Application.

(1) Every applicant for an initial Oklahoma driver license shall appear before a Driver License Examiner or licensed operator [47 O.S. §6-110]. An application for a driver license must be completed either by the applicant at the Driver License Examination Station or online, when an electronic process is made available by Service Oklahoma, prior to the commencement of the required examination. Each applicant must sign a declaration under penalty of perjury that the information presented on the application is true and correct, and the State must retain this declaration. An applicant must sign a new declaration when presenting new source documents to Service Oklahoma or certified licensed operator on subsequent visits. An emergency contact name, address and phone number may be included on the application. [See OAC 670:15-1-17 for more information on emergency contact.]

(2) Upon submitting a completed and approved application, providing proof of identity as provided for in (b) of this Section and proof that the applicant is a United States citizen, foreign national or a legal permanent resident alien [21 O.S., § 1550.42(B)], or having valid documentary evidence of lawful presence in the United States, and meeting all statutory requirements and successfully completing every required examination, the applicant may, if paying with an accepted credit card, be issued a temporary driver license by Service Oklahoma after paying the required fees or proceed to a Certified Licensed Operator and present the approved application form issued by the Driver License Examiner along with the same identification presented to the examiner, and paying the required fees, the applicant will be issued a temporary driver license. The actual license will be mailed to the customer.

(3) For each individual applying for an Oklahoma REAL ID Compliant or REAL ID Non-Compliant credential, the State must take a retain a photograph of the applicant's face and collect and retain the applicant's finger images, with or without the issuance of any type of Oklahoma credential.

(4) A person who has been declared to be a disabled veteran receiving compensation at the 100% rate for a permanent disability shall receive an original, renewal, or replacement driver license or identification card at no charge, upon presentation of one of the following documents:

- (A) proof of 100% status from the U.S. Department of Veterans Affairs, or
- (B) a tax-exempt card from the Oklahoma Tax Commission showing exemption from state tax based upon 100% status.

(b) Required documents for a REAL ID Compliant Driver License.

(1) **Proof of identity.** To establish identity, the applicant must present at least one of the following source documents:

- (A) Valid, unexpired U.S. passport.
- (B) Original or certified copy of the applicant's birth certificate filed with a State Office of Vital Statistics or equivalent agency in the applicant's State of birth. **We cannot accept the abstract of birth**
- (C) Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State, Form FS-240, DS-1350, or FS-545.
- (D) Valid, unexpired Permanent Resident Card (Form I-551) issued by the United States Department of Homeland Security (DHS) or United States Citizenship and Immigration Services (USCIS).
- (E) Unexpired employment authorization document (EAD) issued by DHS, Form I-766 or Form I-88B.
- (F) Unexpired foreign passport with a valid, unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant's most recent admittance into the United States. The following documents of passport classifications shall be accepted for the purpose of issuing a driver license or identification card:
 - (i) I-766 Employment Authorization Card,
 - (ii) I-511 Resident Alien/Permanent Resident Card [see (B)], Side note:
 - (iii) Temporary I-551,
 - (iv) A-1,
 - (v) A-2,
 - (vi) A-3,
 - (vii) DA,
 - (viii) E-1,
 - (ix) E-2,
 - (x) F-1, with Form I-20,
 - (xi) F-2, with Form I-20,
 - (xii) G-1,
 - (xiii) G-2,
 - (xiv) G-3,
 - (xv) G-4
 - (xvi) G-5,
 - (xvii) H-1A,

- (xviii) H-2A,
- (xix) H-1B,
- (xx) H-2B,
- (xxi) H-3
- (xxii) H-4
- (xxiii) I,
- (xxiv) J-1, with IAP-66 or DS-2019,
- (xxv) J-2 (dependent of J-1 holder, must be accompanied by J-1 holder),
- (xxvi) K-3,
- (xxvii) K-4,
- (xxviii) L-1(a/b),
- (xxix) L-2,
- (xxx) M-1, with I-20,
- (xxxi) M-2 (dependent of M-1 holder, must be accompanied by M-1 holder),
- (xxxii) NATO-1,
- (xxxiii) NATO-2,
- (xxxiv) NATO-3,
- (xxxv) NATO-4,
- (xxxvi) NATO-5,
- (xxxvii) NATO-6,
- (xxxviii) NATO-7,
- (xxxix) O-1
- (xli) O-2
- (xli) O-3
- (xlii) P-1
- (xliii) P-2
- (xliiv) P-3
- (xlv) P-4
- (xlivi) Q-1
- (xlvii) R-1

(xlviii) R-2

(xlix) T-1

(I) T-2

(ii) T-3

(iii) T-4

(iv) TC, with I-94 or letter form I-797,

(iv) TN-1,

(iv) TN-2,

(vi) TD,

(vii) V-1,

(viii) V-2,

(ix) V-3.

(G) Certificate of Naturalization issued by DHS, Form N-550 or Form N-570.

(H) Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS.

(I) REAL ID Compliant driver's license or identification card issued in compliance with the standards established by this part.

(J) Such other documents as DHS may be designated by notice published in the Federal Register.

(2) Name Change. If an applicant wishes to establish a name other than the name that appears on the source document (for example, through marriage, adoption, court order, or other mechanism permitted by State law or regulation), the applicant must provide evidence of the name change through the presentation of documents issued by a court, governmental body, or other entity as determined by Service Oklahoma. Service Oklahoma shall maintain copies of the documentation presented and maintain a record of both the recorded name and the name on the source documents as determined by Service Oklahoma. If immigration documents are presented, the customer must provide proof of the updated name change with USCIS or SAVE. **Name change applies to Sr and Jr etc as well.**

(3) Proof of Date of Birth. To establish date of birth, an individual must present at least one document included in paragraph (1) of this section.

(4) Proof of Social Security Number (SSN). An applicant for a REAL ID Compliant driver license must present his or her Social Security Administration account number. Service Oklahoma or a Licensed Operator must verify the SSN with the Social Security Administration (SSA). In the event of a non-match with SSA, Service Oklahoma shall not issue a REAL ID Compliant driver license until the information is verified with SSA.

(5) Documents demonstrating address of principal residence. To document the address of principle residence, an applicant must present at least two documents of the State's choice that



include the individual's name and principal residence. Acceptable documents to prove address of principal residence are:

- (A) Copy of previous tax year's federal or Oklahoma income tax return filing.
- (B) Current and valid life insurance or automobile liability policy or card with address.
- (C) Installment loan contract from a bank or other financial institution, not to include documents reflecting a cash advance or signature loan.
- (D) Current Deed, mortgage, monthly mortgage statement, or a residential lease.
- (E) Current homeowner's or renter's insurance policy or statement.
- (F) Professional license issued by an Oklahoma governmental agency.
- (G) Property tax bill or receipt dated within the last 12 months.
- (H) Sales tax or business license.
- (I) SSA document with Oklahoma street address dated within the last 12 months.
- (J) Transportation Security Administration (TSA) letter.
- (K) Utility bill from an electric, telephone (home or cell), water, sewer, cable, satellite, heating oil, or propane provider.
- (L) Valid handgun permit.
- (M) Certified copy of court order.
- (N) Oklahoma Boat Title or Registration.
- (O) Current documents issued by the US Military.
- (P) Oklahoma Motor Vehicle Title or Registration.
- (Q) Government-issued Pilot license.
- (R) Public assistance benefit card and correspondence dated within the last 12 months.
- (S) W-2 wage or 1099 tax form from the previous year.
- (T) Oklahoma Registration Card.
- (U) Tribal vehicle titles or registration.
- (V) Oklahoma high school, college, university, or technology center transcript for current school year or semester.
- (W) Oklahoma Agriculture Exemption Permit (farm tax permit).
- (X) Correspondence from an Oklahoma State agency with current address dated within the last year.
- (Y) If none of the proofs listed in this subsection are available, any other documentation as provided by the Driver License Examiner Supervisor or Director may be substituted to establish

the applicant's principal place of residence. The Driver License Examiner shall list the approved alternative documentation on the application form.

(6) Evidence of lawful status in the United States. Service Oklahoma may issue a REAL ID Compliant driver license only to an applicant who has presented satisfactory evidence of lawful status.

(A) If the applicant presents one of the documents listed under paragraph (b)(1), the verification of the applicant's identity will also provide satisfactory evidence of lawful status.

(B) If the applicant presents one of the identity documents listed under paragraph (b)(1) of this section, or the issuing State's verification of the identity document(s) does not provide satisfactory evidence of lawful status, the applicant must also present a second document from documentation issued by DHS or other Federal agencies demonstrating lawful status as determined by USCIS. All documents shall be verified by the SAVE.

(c) Required identification for REAL ID Non-Compliant Driver License. Every applicant must provide documentation to show proof of identity [47 O.S. § 6-106(A)(3)], to include whether the applicant is a United States citizen, foreign national or a legal permanent resident alien [21 O.S. § 1550.42(B)], and proof of a full legal name and birth date beyond any reasonable doubt when applying for an initial Oklahoma driver license. Any document furnished must be either an original document or a certified copy of an original document issued by the proper authority; notarized documents will not be accepted. Any document presented shall be unexpired unless otherwise noted in this Section. Any document whose authenticity cannot be verified, or that has been or appears to have been duplicated, traced over, mutilated, defaced, tampered with, or altered in any manner or that cannot be read by the Driver License Examiner shall not be accepted or used for identification purposes. All identification documents must be approved by the Driver License Examiner before acceptance. The Driver License Examiner may, at his or her discretion, request additional identification documentation of the applicant.

(1) Proof of identification for original issuance to a United States citizen. The following shall be presented by the applicant as proof of identification for a citizen of the United States:

(A) The applicant's original or certified birth certificate, as issued by the appropriate state agency from the state of birth. The following documents are not acceptable:

(i) a hospital birth certificate or record,

(ii) a birth registration, or

(iii) an abstract of birth, unless the abstract is issued on secure document paper and contains the following statement: "I hereby certify that this abstract of birth facts has been provided to this office by the Department of Health, Bureau of Vital Statistics, from a document officially in its custody",

(B) A United States passport,

(C) For a United States citizen who is born in another country, a certification issued by the United States Department of State,

(D) For a naturalized citizen of the United States, a Certificate of Naturalization issued by the United States Citizenship and Immigration Service. The name of the document must be the

same as the name used by the applicant on the Oklahoma REAL ID Compliant or REAL ID Non-Compliant credential, and for every person born in another country and adopted as a minor child by a United States citizen parent, a Certificate of Citizenship issued by the United States Citizenship and Immigration Service,

(E) An Oklahoma REAL ID Compliant or REAL ID Non-Compliant credential issued by Service Oklahoma when legal presence has been noted in record on or after November 1, 2007,

(F) A State of Oklahoma identification card issued by Service Oklahoma when legal presence has been noted in record on or after November 1, 2007, or

(G) If none of the forms of identification listed in this Subsection are available, any other documentation as approved by the Driver License Examiner Supervisor, Administrative Officer or Director. The Driver License Examiner shall list the approved documentation on the application form.

(2) Proof of identification for renewal or replacement issuance to a United State citizen. The following shall be presented by the applicant as primary proof of identification for a citizen of the United States:

(A) Finger image comparison, if a finger image is already on file with Service Oklahoma, or

(B) Any proof of identification listed in (1) of this Section.

(3) Proof of identification for original, renewal, or replacement issuance of a foreign national or legal permanent resident alien. As proof of identification and proof of lawful presence in the United States for a foreign national or legal permanent resident alien, an applicant shall present, in person, valid documentary evidence of one of the following:

(A) A passport issued by a country other than the United States and I-94 card, when applicable. The name on the passport shall be the same as the name used by the applicant on the driver license or identification card. An I-94 card, which shall be accompanied by the applicant's passport when applicable, shall not be considered a separate identification document. The following documents or passport classifications shall be accepted for the purpose of issuing a driver license or identification card:

(i) I-766 Employment Authorization Card,

(ii) I-551 Resident Alien/Permanent Resident Card [see (B)],

(iii) Temporary I-551,

(iv) A-1,

(v) A-2,

(vi) A-3,

(vii) DA,

(viii) E-1,

(ix) E-2,

- (x) F-1, with Form I-20,
- (xi) F-2, with Form I-20,
- (xii) G-1,
- (xiii) G-2,
- (xiv) G-3,
- (xv) G-4,
- (xvi) G-5,
- (xvii) H-1A,
- (xviii) H-2A,
- (xix) H-1B,
- (xx) H-2B,
- (xxi) H-3,
- (xxii) H-4,
- (xxiii) I,
- (xxiv) J-1, with IAP-66 or DS-2019,
- (xxv) J-2 (dependent of J-1 holder, must be accompanied by J-1 holder),
- (xxvi) K-3,
- (xxvii) K-4,
- (xxviii) L-1(a/b),
- (xxix) L-2,
- (xxx) M-1, with I-20,
- (xxxi) M-2 (dependent of M-1 holder, must be accompanied by M-1 holder),
- (xxxii) NATO-1,
- (xxxiii) NATO-2,
- (xxxiv) NATO-3,
- (xxxv) NATO-4,
- (xxxvi) NATO-5,
- (xxxvii) NATO-6,
- (xxxviii) NATO-7,
- (xxxix) O-1

- (xl) O-2
- (xli) O-3
- (xlii) P-1
- (xliii) P-2
- (xliiv) P-3
- (xlv) P-4
- (xlvi) Q-1
- (xlvii) R-1
- (xlviii) R-2
- (xlix) T-1
- (l) T-2
- (li) T-3
- (lii) T-4
- (liii) TC, with I-94 or letter form I-797,
- (liii) TN-1,
- (liv) TN-2,
- (lv) TD,
- (lvii) V-1,
- (lviii) V-2,
- (lix) V-3; or

(B) A permanent resident alien registration card issued by the United States Citizenship and Immigration Service (USCIS) which shall include the full, legal name, sex, and date of birth of the person identified on the card. The full, legal name, sex, and date of birth on the card shall be the full, legal name, sex, and date of birth used by the applicant on the driver license or identification card. A permanent resident alien registration card holder shall be allowed to renew his or her driver license or identification card at a Service Oklahoma location, provided, no changes are made to the full, legal name, sex, or date of birth. If, pursuant to 8 C.F.R., Section 264.5, a permanent resident alien registration card holder requests a name, sex, or date of birth change to his or her driver license or identification card, the changes shall be made at a driver license exam site with the applicant showing approved documentation provided by USCIS verifying the changes; or

(C) If none of the forms of identification listed in this Subsection are available, any other documentation as approved by the Driver License Examiner Supervisor, Administrative Officer, or Director. The Driver License Examiner shall list the approved documentation on the application form.

(D) A pending application for any of the above documents shall not satisfy the requirements of this rule and shall not be acceptable for issuance of an original, renewal, or replacement identification card or driver license. Provided this provision shall not apply to the following:

- (i) A pending or approved application for asylum in the United States; or
- (ii) A pending or approved application for temporary protected status (TPS) in the United States; or
- (iii) A pending application for adjustment of status to legal permanent residence status or conditional resident status.

(4) **Additional identification requirements.** Service Oklahoma may require additional identification documents:

- (A) when Service Oklahoma is unable to determine the reliability or validity of the identification document(s) presented, or
- (B) as provided in OAC 670:15-1-16.

(d) Driver license numbers.

(1) Driver license numbers shall be assigned by computer. Use of the applicant's SSN as the driver license number is prohibited [47 O.S. § 6-106(B)]; provided, every applicant shall provide Service Oklahoma with the Social Security number of the applicant [47 O.S. § 6-106(B)(12)], which shall be verified before a driver license shall be issued to the applicant. Verification shall be accomplished using the Social Security On-line Verification (SSOLV) system. Service Oklahoma shall refer any applicant to the SSA whenever the SSN cannot be verified for the applicant.

(2) Any licensee may request to change his or her driver license number to any nine-digit number which is not in use or has not been previously used by making a written request to Service Oklahoma. Upon approval by Service Oklahoma, the licensee shall obtain a replacement driver license from a licensed operator, and the licensee shall pay the required fee for the replacement license [OAC 670:15-1-10].

Appendix B: OAC 670:15-9-7(f) – Substitute for skills examination

(f) **Substitute for skills examination.** A skills examination may be waived for a licensee when one of the following requirements is met:

(1) The licensee is applying for a Class D driver license, provided all established requirements for a Class D license have been satisfied, and the licensee is licensed at the time of application by one of the fifty (50) states, by the District of Columbia, by a Canadian province, or by another country; provided, the current driver examination requirements of the country must be on file with Service Oklahoma and must meet or exceed the standards, specifications, and requirements of Service Oklahoma as set out in this Subchapter [47 O.S. § 6-110(A)(2)].

(2) The licensee:



- (A) has enrolled in and successfully completed a course taught by an instructor certified by the Motorcycle Safety Foundation and using the Motorcycle Safety Foundation curriculum, and
- (B) submits to the Department at the time of application for a motorcycle endorsement a completion card prepared by a certified Motorcycle Safety Instructor that shows the individual has successfully completed a Rider Course meeting the requirements of the Motorcycle Safety Foundation and entitling the waiver of the written and skills examination.

[Source: Added at 41 Ok Reg, Number 23, effective 8-25-24]