



Motorcycle Endorsement and Permit Issuance

Driver License – Class D

2-26-2025



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Revision History

Effective Date of SOP: 2/26/2025	SOP Number: SOP A.07
Functional Area Name: Driver License	Division Name: Class D
Last Review Date: 2/20/2025	Last Reviewer: Buffy Smith, Regional Manager
Next Review Date: 2/20/2026	Next Reviewer: Regional Managers
Executive Approval Date: 2/26/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

These Standard Operating Procedures (SOP) describe the eligibility requirements for motorcycle endorsements and permits, and how to process the issuance of these credentials in D360.

Purpose

This SOP provides guidance on the eligibility criteria for motorcycle endorsements and permits, in addition to a step-by-step guide on how to issue these credentials in D360.

Policy Statement

These procedures apply to all customers applying for a motorcycle endorsement or permit.

Compliance

[OAC 670:15-7-2](#) – Driving restriction codes

Systems

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

Roles

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

Role	Responsibilities
Driver License Examiner	Processes the transaction.



Procedures

To be licensed to operate a motorcycle or motor-driven cycle in Oklahoma, an “L” endorsement is needed on a valid Oklahoma driver license. Those who do not have a current Oklahoma driver license must first apply for a motorcycle permit before upgrading to a motorcycle-only restricted license.

Only those with current, valid Oklahoma unrestricted Class D driver licenses are eligible for a motorcycle endorsement, meaning they must also be over the age of 16. Those between the ages of 14 and 18 are eligible for a motorcycle permit, in addition to adults over the age of 18 who want a permit for additional practice before attempting the motorcycle drive test.

Terminology

“L” – Motorcycle Endorsement: Permits the holder to operate a motorcycle or motor-driven cycle.

“A” – Motorcycle Learner Permit: Regardless of age, when operating a motorcycle, the holder must be in view of a person who is licensed to operate a motorcycle or motor-driven cycle and who is at least 21 years of age. **NOTE:** Must be held for at least 30 days before it can be removed.

“0” – Motorcycle Only: Indicates that the holder is only authorized to operate a motorcycle or motor-driven cycle, and not a Class D vehicle. Also includes the following restrictions for holders below the age of 16:

- Only permitted to drive a motorcycle or motor scooter with piston displacement of not more than 300cc, between the hours of 4:30am and 9:00pm
- Cannot carry a passenger
- Must wear approved protective headgear
- Must be accompanied by and receiving instruction from any person at least 21 years of age and licensed to operate a motorcycle or motor-driven cycle
- If 150cc or less: cannot drive a motorcycle on a highway which has a minimum speed limit established and posted; cannot exceed a speed of 35mph, or listed speed limit if it is less than 35mph
- **NOTE:** “0” restriction must appear on ALL motorcycle credentials for holders below the age of 16. This restriction is automatically lifted once holder turns 16 years old.

MSF Card – Motorcycle Safety Foundation: A card signifying the completion of a course that can be used to waive the motorcycle written and drive tests. Completion of MSF is required for anyone under the age of 18.

Required Documents

- Primary proof of identity (i.e. Oklahoma state ID, state-certified birth certificate, valid U.S. passport, valid immigration documents)
- Social security number (physical card is not required)
- Name change documents (if applicable)



Determining Eligibility

❖ Does the customer have a valid Oklahoma driver license?

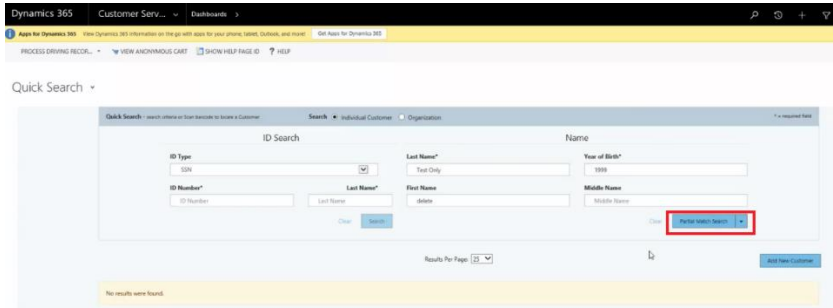
- IF **YES**, does the customer have a Motorcycle Safety Foundation (MSF) completion card from an approved MSF instructor?
 - IF **YES**, motorcycle written and drive tests are waived. Customer can have an "L" endorsement added to their current Oklahoma driver license.
 - IF **NO**, customer must pass the motorcycle written and drive tests to have the "L" endorsement added to their current Oklahoma driver license.
- IF **NO**, is the customer over the age of 18?
 - IF **YES**, is the customer applying for a motorcycle-only restricted license or motorcycle permit?
 - ◆ IF **MOTORCYCLE-ONLY RESTRICTED LICENSE**, customer must pass vision test, Class D and motorcycle written tests, and motorcycle skills test. The motorcycle-only restricted license issued under the "MCL" tab, with a "L" endorsement and "0" restriction.
 - ◆ IF **MOTORCYCLE PERMIT**, customer must pass vision test, Class D and motorcycle written tests first to become eligible.
 - If customer wants **BOTH** vehicle and motorcycle permit, process under "LP" tab, with "L" endorsement and "A" restriction.
 - If customer wants **ONLY** motorcycle permit, issue under the "MCL" tab, with a "L" endorsement and "A", "0" restrictions.
 - IF **NO**, is customer above the age of 14?
 - ◆ IF **YES**, does the customer have a MSF card?
 - IF **YES**, does the customer have a valid Learner Permit, Farm Permit, or Intermediate License?
 - IF **YES**, the customer is eligible for a motorcycle permit. Add an "L" endorsement, "A" and "0" restrictions to their **current credential** IN ADDITION to current restrictions.
 - IF **NO**, the customer is eligible for a motorcycle permit after they pass a vision test, Class D written test, and complete the ODOT Work Zone Safety Course.
 - If they want a **vehicle permit** in addition to their motorcycle permit, their credential will be issued under the "LP" tab. Add the "L" endorsement and the "9", "A" restrictions. If applicant is **under 16**, also add "0" restriction.
 - If they want **ONLY the motorcycle permit**, their credential will be issued under the "MCL" tab. Add the "L" endorsement and the "A", "0" restrictions.
 - ◆ IF **NO**, customer must wait until they are at least 14 years of age to become eligible for a motorcycle permit.

Processing

For more detailed instructions on navigating credential issuance in D360, refer to “A.01 - Original Issuance (Class D and State ID)” SOP.

Steps

1. Open **D360**. Using the customer’s name and date of birth, use “Quick Search” to find the customer’s file.



If the customer does not already have a file in D360, use their information to create a new file.

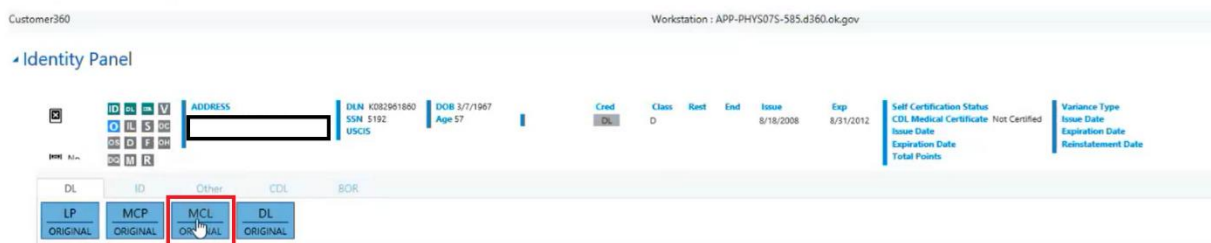
2. After opening the customer’s file, their “Identity Panel” will appear. Click on the credential button according on the credential they currently hold:

- **Class D Driver License (Unrestricted)** – Click on “DL – REPLACE”
- **Farm Permit** - Click on “DL – REPLACE”
- **Learner Permit** – Click on “LP – REPLACE”
- **Intermediate License** – Click on “INT – REPLACE”

If they do not possess any of the credentials above, click the button according to the credential they are applying for:

- **Motorcycle-only License** – Click on “MCL – ORIGINAL”
- **Motorcycle Permit** – Click on “MCL – ORIGINAL”

TEST, COLLEEN ELIZABETH



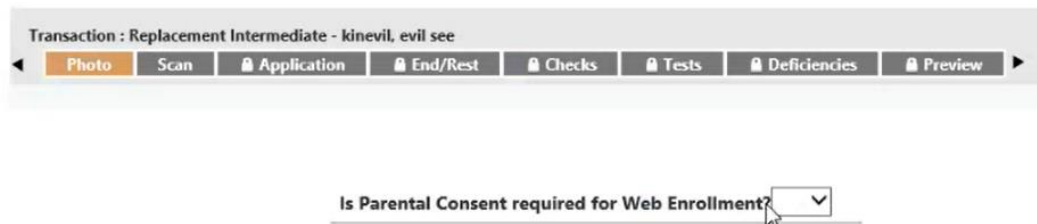
ID	DLN	SSN	DOB	Age	Cred	Class	Ren	End	Issue	Exp	Self Certification Status	Variance Type
	K082981880	5192	3/7/1967	57	DL	D			8/18/2008	8/31/2012	Not Certified	Issue Date Expiration Date Reinstatement Date

DL	LP	MCP	MCL	DL
ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL

In this example, the customer is applying for a motorcycle permit and currently does not hold any credentials except an expired Class D license. The examiner must select “MCL – ORIGINAL”.

NOTE: Do not use the “MCP” tab.

3. Make sure Web Enrollment is opened. The “Photo” tab will appear—if the customer is below the age of 18, the system will ask if parental consent is required. Select “Yes” UNLESS the customer has a notarized parent authorization affidavit, in which case select “No”.

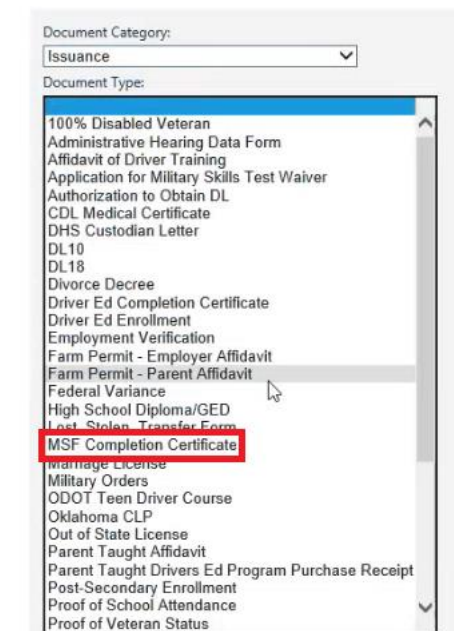


Transaction : Replacement Intermediate - kinevil, evil see

Photo Scan Application End/Rest Checks Tests Deficiencies Preview

Is Parental Consent required for Web Enrollment?

4. Proceed with the Web Enrollment steps as per usual—refer to “A.01 - Original Issuance (Class D and State ID)” SOP for further instructions.
5. After completing the Web Enrollment steps, proceed to the “Scan” tab. Make sure to scan all the required documents provided by the customer (including their MSF card, if they have one).



Document Category:
Issuance

Document Type:

- 100% Disabled Veteran
- Administrative Hearing Data Form
- Affidavit of Driver Training
- Application for Military Skills Test Waiver
- Authorization to Obtain DL
- CDL Medical Certificate
- DHS Custodian Letter
- DL10
- DL18
- Divorce Decree
- Driver Ed Completion Certificate
- Driver Ed Enrollment
- Employment Verification
- Farm Permit - Employer Affidavit
- Farm Permit - Parent Affidavit
- Federal Variance
- High School Diploma/GED
- Lost, Stolen, Transfer Form
- MSF Completion Certificate**
- Marriage License
- Military Orders
- ODOT Teen Driver Course
- Oklahoma CLP
- Out of State License
- Parent Taught Affidavit
- Parent Taught Drivers Ed Program Purchase Receipt
- Post-Secondary Enrollment
- Proof of School Attendance
- Proof of Veteran Status

6. Proceed to the “Application” tab after all required documents are scanned. If an existing credential (DL, Farm Permit, Learner Permit or Intermediate License) is being updated, a drop-down menu will appear at the top titled “Replacement Credential Reason”. Select “Data Update”.

7. If the customer does not currently hold a valid credential, they must now pass a vision test. Administer the test and record the results—proceed with issuance if their score is passing.

Vision Screening

NOTE: If the customer already holds a valid credential, they would have already passed a vision screening. Another vision screening DOES NOT need to be administered.

8. Proceed to the “End/Rest” tab. Depending on the type of credential being issued, different restrictions will need to be applied:
 - **Motorcycle Endorsement** – Only the “L – Motorcycle” endorsement needs to be added. Do not add any additional restrictions.
 - **Motorcycle-Only Restricted License** – Add the “L – Motorcycle” endorsement and the “O” restriction.
 - **Motorcycle Permit** – Add the “L – Motorcycle” endorsement, the “A” restriction, and the “O” restriction.
 - **Motorcycle AND Vehicle Permit** – Add the “L – Motorcycle” endorsement and the “A” restriction.



TEST, COLLEEN ELIZABETH

Transaction: Issue Motorcycle - TEST, COLLEEN ELIZABETH

Photo Scan Application End/Rest Checks Tests Deficiencies Preview

Endorsements

L - Motorcycle ☒

Restrictions

0 - Motorcycle only ☒ 2 - Corrective Lenses or Left Outside Mirror ☐ 9 - Must be accompanied by a driver age 21 an ☐ A - Motorcycle Learner's License ☐

6 - Food, fruit or candy within reach of driver ☐ 7 - Automatic Transmission or Artificial Limb ☐

8 - Corrective Lenses Must Be Worn ☐

Y - Bioptic Lenses ☐

9. **DOUBLE-CHECK** that the endorsements and restrictions were applied correctly, then proceed to the “Checks” tab. Review the checks and proceed to the “Tests” tab.

10. Enter the results of each required test, if it is not already entered into the system.

Exams

Add

Type	Result	Required	Waive	Waive Reason	Date	Expiration Date	Status Reason	Third Party Flag
Motorcycle Skills		No	No				Active	No
Motorcycle Basic Law	Pass	Yes	No		2/5/2025 8:00 A...	2/5/2026 8:00 AM	Active	No

EXAM: BASIC LAW AND SKILLS

Motorcycle Basic Law

Customer Identity: TEST, Transaction Id: 9F702050

Test Information

General

Type: Motorcycle Basic Law

Expiration Date: --

Test Version: --

Examiner Notes: --

Administration Information

Date Administered: 2/5/2025 8:00 AM

Tester Type: Motorcycle

Tester Location: --

Examiner: --

Results

Result: -- Score: --

Test Waived: ☐ Waiver Reason: --

11. The remaining steps follow the same procedures as any other credential issuance transaction. For more detailed instructions on navigating credential issuance in D360, refer to “A.01 - Original Issuance (Class D and State ID)” SOP.

12. After the credential has been issued, remember to read through and review with the customer the restrictions that come with the credential (if any).



References

1. [Motorcycle Endorsement | Service Oklahoma](#)

Appendix

Appendix A: OAC 670:15-7-2 – Driving restriction codes

(a) A restriction or restrictions may be placed upon a person's driving privilege as deemed necessary by Service Oklahoma, in conjunction with the Department of Public Safety [47 O.S. §6-113]. The restriction(s) will appear as a code on the person's driver license. Following are the various driving restriction codes and their meanings:

- (1) 1. Corrective lenses
- (2) 2. Left outside rearview mirror
- (3) 3. Restriction 1 or 2
- (4) 4. Automatic transmission
- (5) 5. Turn indicators, power steering, or steering knob
- (6) 6. Food, fruit, or candy within reach of driver
- (7) 7. Adequate artificial limbs
- (8) 8. Detailed restriction - Inquire Oklahoma driver license file (This restriction code is used when other restrictions are not applicable. A narrative explaining the restriction will appear on the person's driver license file.)
- (9) 9. May operate a class D motor vehicle only while accompanied by a licensed driver who is at least twenty-one (21) years of age and who is actually occupying a seat beside the permittee between the hours of 5:00 a.m. and 10:00 p.m.
- (10) 0. Motorcycle only - When operating a motorcycle under the age 16, restricted to 300cc motorcycle or motor scooter between the hours of 4:30 a.m. and 9:00 p.m.
- (11) A. Regardless of age, when operating a motorcycle must be in view of a person who is licensed to operate a motorcycle or motor-driven cycle and who is at least 21 years old
- (12) E. When operating a commercial motor vehicle, restricted to automatic transmission
- (13) G. Inquire of Oklahoma driver license file until age 17 or older
- (14) J. Farm Permit
- (15) K. CDL intrastate only
- (16) L. When operating a commercial motor vehicle, restricted to a vehicle without air brakes



(17) M. When operating a passenger bus, restricted to Class B or C commercial motor vehicle

(18) N. When operating a passenger bus, restricted to a Class C commercial motor vehicle

(19) O. Restricted from operating tractor trailer vehicles

(20) R. Ignition interlock device

(21) V. Medical variance

(22) W. No Passengers (P or S) or Empty/Purged Tank Vehicle (N); provided, this restriction shall be used only on a commercial learner.

(23) Z. When operating a commercial motor vehicle with air brakes, restricted to air over hydraulic

(24) W. No Passengers (P or S) or Empty/Purged Tank Vehicle (N); provided, this restriction shall be used only on a commercial learner.

(25) Z. When operating a commercial motor vehicle with air brakes, restricted to air over hydraulic

(b) The following are the restriction codes to be used and displayed on a Driver License designed in the Driver 360 program for modernization of the issuance system and the implementation of Real ID. The following are the restriction codes for the new designed license to be implemented in conjunction with REAL ID.

(1) 0. Motorcycle only - if under age 16, restricted to 300cc motorcycle or motor scooter between the hours of 4:30 a.m. and 9:00 p.m.

(2) 2. Exempt from Interlock Device in company vehicle with employer letter.

(3) 3. Either corrective lenses or left outside mirror.

(4) 4. Automatic Transmission

(5) 5. Turn Indicators, Power Steering, Steering Knob, (individuals who do not have the adequate use of both hands).

(6) 6. Food Fruit or Candy within Reach of the Driver.

(7) 7. Automatic Transmission or Artificial Limb.

(8) 8. Detailed restriction - Inquire Oklahoma driver license file (This restriction code is used when other restrictions are not applicable. A narrative explaining the restriction will appear on the person's driver license file.)

(9) 9. Non Commercial Learners Permit - Accompanied by licensed driver age 21 or older in front seat.

(10) A. Regardless of age, when operating a motorcycle must be in view of a person who is licensed to operate a motorcycle or motor-driven cycle and who is at least 21 years old



- (11) B. Corrective Lenses.
- (12) C. Custom Equipment
- (13) D. Prosthetic Aid.
- (14) E. Automatic transmission - CMV only.
- (15) F. Left Outside Mirror
- (16) G. Daylight Driving Only.
- (17) H. Scope of employment only.
- (18) K. Intrastate Driving Only - CMV
- (19) L. No air Brake equipped CMV
- (20) M. No Class A passenger vehicle.
- (21) N. No Class A or B passenger vehicle.
- (22) O. No Tractor Trailer - CMV
- (23) P. No Passengers in CMV Bus.
- (24) R. Ignition Interlock Device.
- (25) S. Exempt from Seatbelt
- (26) T. Intermediate.
- (27) U. Speed not to exceed 45 MPH, No Interstate Driving.
- (28) V. Medical Waiver
- (29) X. No cargo in CMV tank vehicle.
- (30) Y. Bioptic Lenses.
- (31) Z. No full airbrake equipped CMV.

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

Appendix B: Process Map

Motorcycle Endorsement and Permit Issuance

