



Modified License Processing

Compliance

2-27-2025



Contents

Revision History	2
Overview	2
Purpose	2
Policy Statement	2
Compliance	2
Systems	2
Roles	2
Procedures	3
Eligibility	3
Processing	3
References	7
Appendix	7
Appendix A: Order of Suspension Letter - Points	7
Appendix B: Order of Revocation Letter – School Bus	8
Appendix C: Paper Modification Template	9
Appendix D: OAC 670:15-15-15 – Occupational modifications	10
Appendix E: OAC 670:15-15-6 – Order of suspension	11
Appendix F: OAC 670:15-15-7 – Duration of suspension	11



Revision History

Effective Date of SOP: 2/27/2025	SOP Number: SOP N.02
Functional Area Name: Compliance	Division Name:
Last Review Date: 2/25/2025	Last Reviewer: Michael O'Neal, Compliance Supervisor
Next Review Date: 2/25/2026	Next Reviewer: Compliance Supervisor
Executive Approval Date: 2/27/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

A Modified Driver License is issued during the mandatory period of revocation or suspension to allow restricted driving privileges under specific terms and circumstances when it is determined that the person who has been denied driving privileges has no other adequate means of transportation. These Standard Operating Procedures (SOP) explain how to process the issuance of these modified licenses.

Purpose

This SOP outlines the eligibility requirements for modified driver licenses and provides step-by-step instructions on how to process their issuance in D360.

Policy Statement

These procedures apply only to violations leading to revocations or suspensions that are either eligible for modification, or applicants who have obtained court approval for a modification.

Compliance

[47 O.S. § 6-205 \(OSCN 2025\)](#) – Mandatory Revocation of License - Petition for Relief
[47 O.S. § 6-205.1 \(OSCN 2025\)](#) – Duration of Revocation of Driver License or Driving Privilege
[47 O.S. § 6-206 \(OSCN 2025\)](#) – Authority of Department to Suspend License
[OAC 670:15-15-15](#) – Occupational modifications
[OAC 670:15-15-6](#) – Order of suspension
[OAC 670:15-15-7](#) – Duration of suspension

Systems

D360 – System of record used to add restrictions to credential.
Microsoft Word – Used to edit and print paper modification using template.

Roles

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

Role	Responsibilities
Compliance Hearing Officer	Issues the modification to the license.



Procedures

A Modified Driver License is issued during the mandatory period of revocation or suspension to allow restricted driving privileges under specific terms and circumstances when it is determined that the person who has been denied driving privileges has no other adequate means of transportation. Modifications will only authorize the driving of Class D motor vehicles, and not those in Class A, B, or C.

A modification can be applied for by meeting with a Compliance Hearing Officer at a Service Oklahoma location. They will need to bring their order of suspension/revocation letter and their driver license, if possible.

Eligibility

Modifications may be permitted for drivers with the following violations, but are not guaranteed (exceptions apply):

- **First OR second** points suspension [[OAC 670:15-15-6](#)]
- Failure to stop for school bus loading or unloading [[47 O.S. § 6-205 \(OSCN 2025\)](#)]
- **First** offense suspension for eluding a police officer [[OAC 670:15-15-7](#)]
 - A \$25.00 replacement license fee will be required for the above offenses.

Interlock Device may be required to be installed in vehicle for the following offenses:

- **First** offense drug suspension [[47 O.S. § 6-205.1 \(OSCN 2025\)](#)]
- Any DUI arrest prior to November 1, 2022 (Still active in system)
 - If Interlock Device is required to be installed in vehicle, there will be \$175.00 modification fee and a \$25.00 replacement license fee to add an interlock restriction

In addition to the eligible violations listed above, there are some violations that may be eligible for a modification IF the customer has received court approval after filing an appeal. In these cases, the court will notify Service Oklahoma in writing that the modification is approved and if there are any additional instructions.

NOTE: For all the offenses listed above, reinstatement fees are **required** at the end of the modification period if the customer would like to continue driving.

Processing

Steps

1. After the violation is committed, the customer will receive a letter in the mail from Service Oklahoma notifying them that their driving privilege has been suspended. The letter will either explain that the suspension can be modified (with details on restrictions, if any), or they will file a district court appeal requesting a modified license.



2. Customer must speak to a compliance hearing officer. The hearing officer will review the driving record for repeatable offenses and severity.
3. The customer will need to explain why they are requesting a modification, demonstrating that they do not have access to any other adequate means of transportation and that the suspension would therefore result in extreme and unusual hardship.
4. The hearing officer will explain to the customer what the modification entails, including any potential restrictions.

NOTE: For a first-time points suspension, the hearing officer must explain to the customer that receiving a modification for the first 30-day suspension disqualifies them from receiving another modification if they receive a second points suspension (90 days) within the next 5 years.

5. The hearing officer will ask the customer to confirm that they agree to the terms of the modification.
6. After receiving confirmation from the customer, the hearing officer will open the paper modification letter template (see [Appendix C](#) for blank example) and fill in all the fields by copying information over from their driving record. The hearing officer will fill in the action type and case number fields using the order of suspension/revocation letter provided by the customer.
7. Edit the body text in the template to include **all** restrictions outlined in the customer's order of suspension/revocation letter. Double-check that the restrictions, personal information, and license information on the paper modification letter match the documents provided by the customer.
8. Print the paper modification letter out, review it with the customer, and collect their signature. The hearing officer must also sign the letter and provide a department seal.
9. Open **D360** to add the restriction to the customer's credential. Use "Quick Search" to open their file using the information on the credential they provided.



Quick Search ▾

Quick Search - search criteria or scan barcode to locate a Customer Search ▾ Individual Customer * = required field
Organization

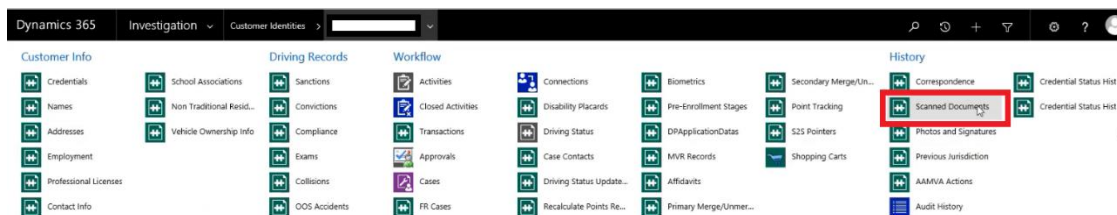
ID Search Name

ID Type
Credentials ▾

ID Number* Last Name* Year of Birth*
ID Number Year of Birth
Last Name First Name
Middle Name
Clear Partial Match Search ▾

Results Per Page: 100 ▾ Add New Customer

10. Open the top menu and click “Scanned Documents”. Scan in the paper modification letter (after it has been signed by both parties and a seal has been placed).



11. Open the customer’s “Identity Panel” and scroll down to “Credentials/Placards”. Click on the customer’s current (“Active”) driver license.

Credentials/Placards

Credentials

Credential Status	Credential Ty...	Issuance Type (Tra...	Issuance Date...	Expiration Dat...	Real ID Conforma...	Surren
Inactive	Standard DL	Issue Standard DL	1/24/2025	1/31/2029	2: State custom rules	
Active	State ID Card	Renew ID Card	7/2/2024	12/31/2027	1: Conformant with...	
Inactive	State ID Card	Renew ID Card	7/6/2021	12/31/2023	1: Conformant with...	
Expired	Standard DL	Load	5/16/2017	3/31/2021	2: State custom rules	

12. Scroll down to the “Restrictions” tab and click on the “+” button to add the “8” restrictions.



13. Use the search bar to add **all** the restrictions included in the customer's suspension/revocation letter. **DOUBLE-CHECK** that all restrictions are added correctly.
14. Once the restrictions are added, the modified license has now been fully processed. Provide the following instructions to the customer:
 - They are to always keep the paper modification letter in their vehicle.
 - They are to treat the modification letter as their driver license for the duration of the suspension
 - The paper modification letter is only valid for the duration of their suspension and EXPIRES the day that the customer's suspension ends
 - The customer must visit a Service Oklahoma location to have their license reinstated IMMEDIATELY after their suspension ends, or else they will be driving under a suspended license
15. Ask the customer if they have any questions. If not, they are free to go.



References

1. [Modified Driver License | Service Oklahoma](#)
2. [Oklahoma Administrative Code](#)

Appendix

Appendix A: Order of Suspension Letter - Points

JAY DOYLE
Chief Executive Officer



KEVIN STITT
Governor



DATE: 01/11/2025
DL #: [REDACTED]
EXP: 09/30/2026
DOB: [REDACTED]

ORDER OF SUSPENSION

1000410346

Your Oklahoma driving privilege is suspended effective 02/10/2025 for a period of 30 Days.

Reason: **230 Suspension - 10 Or More Points Assessed**

Authority: 47:6-206; OAC 595:10-7-6

REQUIREMENTS FOR REINSTATEMENT

To reinstate your driving privileges, you must meet the requirements listed below. It is unlawful for you to drive until these requirements have been met.

1. Expiration of the time period given; and
2. Payment of a \$25.00 statutory fee and a \$25 reinstatement fee.

If your driving privilege is affected by any other order, you must comply with the legal requirements for reinstatement of each order.

Questions about the steps to reinstate, or do you want to begin the process online? Please visit <https://service.ok.gov/reinstatements>.

Driver License Services
Service Oklahoma
405-522-0100



Appendix B: Order of Revocation Letter – School Bus

JAY DOYLE
Chief Executive Officer



KEVIN STITT
Governor



DATE: 11/14/2023
DL #: [REDACTED]
EXP: 01/31/2025
DOB: [REDACTED]

ORDER OF REVOCATION

Your driving privilege is revoked effective **06/09/2023** for a period of **1 Year**. This action is required as a result of:

Reason: ST9 Fail To Stop For School Bus Loading Or Unloading
Conviction Date: 05/10/2023
Arrest Date: 01/09/2023
Location: Moore, Cleveland, OK
Authority: 47:11-705(A); 47:6-205(A)(11)

REQUIREMENTS FOR REINSTATEMENT

To reinstate your driving privileges, you must meet the requirements listed below. It is unlawful for you to drive until these requirements have been met.

1. You must wait for the revocation period listed above to expire.
2. You must pay a statutory fee of \$275.00 and a reinstatement fee of \$25.00 to Service Oklahoma. Please note that Service Oklahoma does not accept personal checks.

If your driving privilege is affected by any other order, you must comply with the legal requirements for reinstatement of each order.

Questions about the steps to reinstate, or do you want to begin the process online? Please visit <https://service.ok.gov/reinstatements>.

Driver License Services
Service Oklahoma
405-522-0100



Appendix C: Paper Modification Template

JAY DOYLE
CHIEF EXECUTIVE OFFICER

KEVIN STITT
GOVERNOR



STATE OF OKLAHOMA
SERVICE OKLAHOMA
DRIVER COMPLIANCE

Date

Name

Address

City, State, Zip Code

DL #: Click here to enter text.

DOB: Click here to enter text.

SEX: Click here to enter text.

HGT: Click here to enter text.

REST: Click here to enter text.

ENDS: Click here to enter text.

ACTION TYPE: Click here to enter text.

CASE #: Click here to enter text.

CLASS "D" MODIFIED DRIVER LICENSE

This letter is to serve as your driver license effective Click here to enter text.
and expires on Click here to enter text.

This modified license allows you to operate a motor vehicle **Sunday through Saturday with no restriction on hours in order to perform duties associated with traveling to and from work and in the course of his duties for work, also the transportation of family as needed.** The burden of proof is upon the licensee to show any operation to be within the limits of these purposes.

This modified license is for **CLASS "D" VEHICLES ONLY. NO CDL PRIVILEGES ARE ALLOWED** and effects only the case number shown and has no effect on any other order of the Department.

This modified license is to be surrendered and forwarded to the Department if the licensee receives notice of a traffic violation. Also, should the licensee operate any motor vehicle contrary to the limitations and purposes stated above, this modified license is invalid and shall be surrendered to the Department. The licensee shall then serve the remainder of the suspension without any type of modification and suffer all other consequences provided for by law.

For the Commissioner,

Signature of Licensee

Click here to enter text.

Driver Compliance

**VALID ONLY WITH BOTH SIGNATURES AND BEARING THE DEPARTMENT SEAL.
PHOTO COPIES NOT VALID**



Appendix D: OAC 670:15-15-15 – Occupational modifications

(a) Any person licensed by this state, who otherwise would not be prohibited from driving, may appear for an informal hearing, as specified on the withdrawal order, to discuss having the order modified for extreme and unusual hardship when it is determined there is no other adequate means of transportation, subject to the following factors and except those orders issued under this Subchapter, state statute, or federal law or regulation which are not subject to modification. No modification shall be considered for the operation of a Class A, B, or C commercial motor vehicle. Service Oklahoma shall not modify a person's order under this Section more than once in any five (5) year period of time. The following factors are considered during the hearing:

- (1) Would modification of the order be consistent with traffic safety?
- (2) Does a real need exist?
- (3) If under eighteen (18) years of age, one or both parents or guardian must be present at the hearing.
- (4) As a condition to having an order modified, the person must agree to, and shall during the period of modification:
 - (A) Not violate any state or municipal traffic law or ordinance;
 - (B) Abide by all restrictions granted by the modification;
 - (C) Take any portion of the driver license examination that may be requested by Service Oklahoma; provided, the person must complete and pass such examination(s);
 - (D) Furnish medical report, if requested by Service Oklahoma; and
 - (E) Complete a driver improvement course, a defensive driving course, or a motor vehicle accident prevention course within a time period specified by Service Oklahoma, if requested by Service Oklahoma.

(b) Any person who is denied an occupational modification under this Section by Service Oklahoma shall have the right of appeal as provided by 47 O.S. §6-211.

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



Appendix E: OAC 670:15-15-6 – Order of suspension

When any person's driving record totals ten (10) points or more, Service Oklahoma shall issue an order of suspension suspending the person's privilege to operate a motor vehicle pursuant to 47 O.S. § 6-202, 6-203, and 6-206. The giving of notice shall be in compliance with statutory provision(s) for giving notice. The period of suspension under this section shall be as follows:

- (1) For the first suspension, the suspension time shall be for one (1) month.
- (2) For the second suspension, the suspension time shall be for three (3) months.
- (3) For the third suspension time shall be for six (6) months. Such suspension shall not be subject to modification.
- (4) For the fourth and subsequent suspension, the suspension time shall be for twelve (12) months. Such suspension shall not be subject to modification.

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

Appendix F: OAC 670:15-15-7 – Duration of suspension

Regardless of the number of points accumulated on the record, any person who pleads guilty, forfeits bond, or is convicted of attempting to elude, shall have his privilege to drive suspended by Service Oklahoma as follows:

- (1) If it is the first suspension for a conviction of attempting to elude, as indicated on the record, the period shall be three (3) months.
- (2) If it is the second suspension for a conviction of attempting to elude, as indicated on the record, the period shall be six (6) months. Such suspension shall not be subject to modification.
- (3) If it is the third or subsequent suspension for a conviction of attempting to elude, as indicated on the record, the period shall be twelve (12) months. Such suspension shall not be subject to modification.

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