



Provisional Driver License Processing

Compliance

Effective Date: 3-4-2025

Contents

Revision History	2
Overview	2
Purpose	2
Policy Statement	2
Compliance	2
Systems	2
Roles	2
Procedures	3
Program Overview.....	3
Eligibility	3
Processing PDLP Application	4
Reinstating After Balance is Fully Paid	8
References	10
Appendix	11
Appendix A: PDLP Payout Agreement	11
Appendix B: PDLP – Must Test for DL Letter	14
Appendix C: O.A.C. 670:15-21 – Provisional Driver License Program	15

Revision History

Effective Date of SOP: 3/4/2025	SOP Number: SOP N.03
Functional Area Name: Compliance	Division Name: PDLP
Last Review Date: 2/11/2025	Last Reviewer: Michael O'Neal, Compliance Supervisor
Next Review Date: 2/11/2026	Next Reviewer: Compliance Supervisor
Executive Approval Date: 3/4/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

These Standard Operating Procedures (SOP) provide information on the Provisional Driver License Program (PDLP) and how to enroll applicants in the program.

Purpose

This SOP explains how to enroll applicants in the PDLP program, issue correspondence and add restrictions to their license. It also describes how to remove PDLP participants from the program once their fees are fully paid, leading to the full reinstatement of their driving privilege.

Policy Statement

These procedures apply only to applicants eligible for the PDLP program, who are ready for reinstatement but have outstanding state statutory fees to be paid.

Compliance

[OAC 670:15-21](#) – Provisional Driver License Program

Systems

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
Compliance Hearing Officer	Processes the transaction.
Finance Team	Recipient of money orders used to enroll in PDLP and pay statutory fees. Must be notified when statutory fees are fully paid.

Procedures

Program Overview

The State of Oklahoma offers the **Provisional Driver License Program (PDLP)** for individuals who are suspended or revoked and meet all requirements for reinstatement but have not paid the required state statutory fees necessary for the reinstatement of driving privileges. The PDLP provides the opportunity to drive in a limited capacity.

The PDLP allows holders to drive in a limited capacity to and from the specific locations listed below between 12:00 am and 5:59 am:

- Driver's place of residence and place of employment or potential employment, during the scope and course of his/her employment
- Driver's place of residence and a college, university or technology center
- Driver's place of residence and his/her child's school or day care provider
- Driver's place of residence and place of worship
- Driver's place of residence and a court-ordered treatment program

The PDLP holder has unrestricted driving ability between 6:00 am and 11:59 pm.

Eligibility

- Applicants must meet all reinstatement requirements, which include:
 - Paying all court costs and fines
 - Fully serving any suspension or revocation periods
- Have a current auto liability insurance policy in their name
- To enroll, applicants must bring a money order for at least the first minimum monthly payment of \$5
- If the applicant's license is expired more than three years, they will have to take the vision, written, and skills tests before they are able to drive

Once the applicant has all necessary documents for the PDLP, they must appear at a Driver Compliance office to enroll.



Processing PDLP Application

Steps

1. Confirm that the applicant is eligible for PDLP, verifying that they have served their period of suspension/revocation and have paid all court costs and fines.
2. Collect the required documents from the customer, including their primary identification, proof of insurance, money order, and any other relevant documents (e.g., proof of court compliance, ADSAC certificate). Confirm that all required documents have been received.
3. Enter the D360 system and open Quick Search. Input the applicant's name and date of birth.

PROCESS DRIVING RECOR...
VIEW ANONYMOUS CART
SHOW HELP PAGE ID
HELP

Quick Search

Quick Search - search criteria or Scan barcode to locate a Customer

Organization Individual Customer * = required field

ID Search

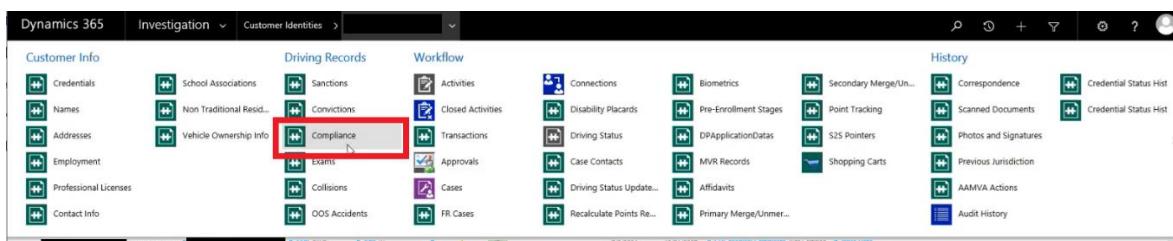
ID Type	Last Name*
<input type="button" value="Credentials"/>	<input type="text"/>
ID Number*	Year of Birth*
<input type="text" value="ID Number"/>	<input type="text" value="Year of Birth"/>
Last Name	First Name
<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>

Name

Last Name*	Year of Birth*
<input type="text"/>	<input type="text"/>
First Name	Middle Name
<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>
Middle Name	Partial Match Search
<input type="text" value="Middle Name"/>	<input type="button" value="Partial Match Search"/>

Results Per Page:

4. After loading the customer's file, click on the customer's name at the top to open the drop-down menu pictured below. Click on the "Compliance" button.



5. You will now see the “Non-Compliant Items” list. Check off all the line items that the applicant has satisfied (e.g. suspension time served, ADSAC assessment) and scan all required documents.



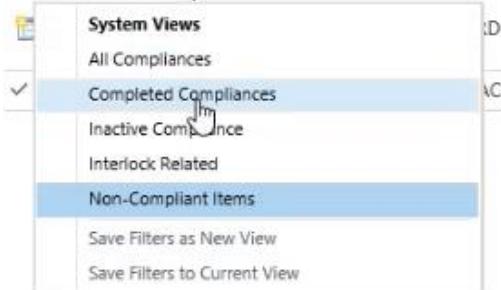
Non-Compliant Items ▾

 SHOW HELP PAGE ID HELP PRINT RECORD CLOSE FORM

Violation Date...	Court Violatio...	Conviction AC...	Requirement	Required Scan...	Fee Type	Reinstatemen...	Completion D...	Citation Num...	Case Number...	Document ID...	Court Type (S...	City Name (Sa...	County Name (...	Sanction
4/15/2023	BB9	DS3	Pay Fee	Reinstatement	\$25.00						Municipal	MOORE	Cleveland	BB9 1 Suspension
7/13/2019	DR4	A12	Pay Fee	Reinstatement	\$25.00	2/8/2020					Administrative	OKLAHOMA CITY	OKLAHOMA	369
4/15/2023	BB9	DS3	Pay Fee	Sanction	\$20.00						Municipal	MOORE	Cleveland	BB9 1 Suspension
7/13/2019	DR4	A12	Pay Fee	Sanction	\$290.00	2/8/2020					Administrative	OKLAHOMA CITY	OKLAHOMA	369

6. Click on “Non-Compliant Items” to open a drop-down menu, then click on “Completed Compliances.” This will open a tab with all the previous non-compliant items that have been satisfied. Confirm that all the necessary compliance requirements have been checked off.

Non-Compliant Items

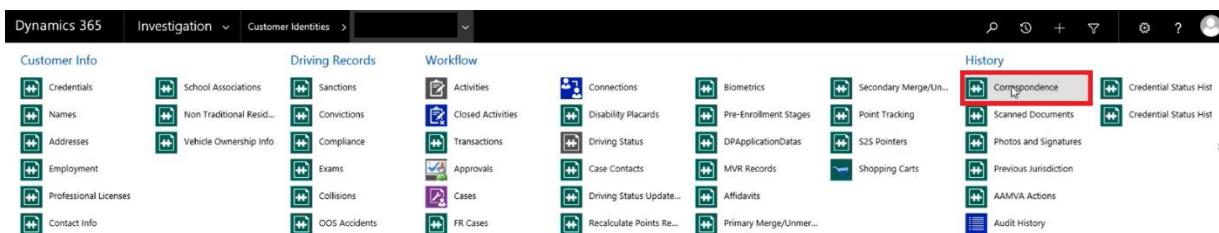


Completed Compliances

SHOW HELP PAGE ID ? HELP PRINT RECORD X CLOSE FORM

Violation Date	Court Violatio...	Conviction AC...	Requirement	Required Scan...	Fee Type	Reinstatemen...	Completion D...	Citation Num...	Case Number...	Document ID...	Court Type (S...	City Name (Sa...	County Name...	Sanction ▾
7/13/2019	DRA	A12	Suspension Time								Administrative	OKLAHOMA CITY	OKLAHOMA	369
7/13/2019	DR4	A12	Scan Document	ADSAC							Administrative	OKLAHOMA CITY	OKLAHOMA	369
4/15/2023	B89	D53	Scan Document	POC							Municipal	MOORE	Cleveland	B89 1 Suspension

7. After reviewing the compliance items, click their name at the top, and then click “Correspondence” under the “History” column.



8. Once on the “Correspondence Associated View” tab, click “Create Correspondence.”

Correspondence Associated View ▾

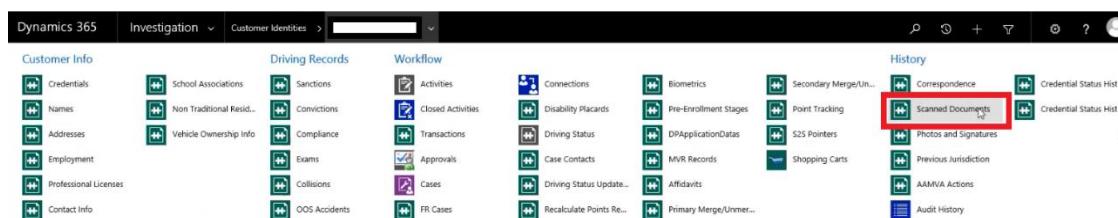
 CREATE CORRESPONDENCE  SHOW HELP PAGE  HELP  PRINT RECORD  CLOSE FORM

9. Create a “Provisional Driver License Program Payout Agreement.” (See **Appendix A** for example).

NOTE: If the applicant’s driver license has been expired for more than 3 years, a “Provisional Driver License Program – Must test for OK DL” letter must also be created. See **Appendix B** for example.

10. Print the PDLP payout agreement. The applicant and Compliance Hearing Officer must both sign this document.

11. After the PDLP agreement is signed by both parties, return to the top menu and click on “Scanned Documents”.



12. Scan in all relevant documents provided by the applicant, including their proof of insurance, PDLP agreement, and any additional relevant documents (e.g. ADSAC certificate, proof of court compliance).

Scanned Document Associated View

+ ADD NEW SCANNEDDOC... EXPORT SCANNEDDOC... SHOW HELP PAGE ID HELP PRINT RECORD CLOSE FORM

✓ Document Name	Document Category	Document Type	Entry ID	Scan Date Tim...
ADSA Certificate	Compliance	ADSA Certificate		1/24/2025 10:2...
PDLP Agreement	Compliance	PDLP Agreement		1/24/2025 10:4...
PDLP Agreement	Compliance	PDLP Agreement		1/24/2025 11:0...
Proof of Court Compliance	Compliance	Proof of Court Compliance		1/24/2025 10:3...
Proof of Insurance	Compliance	Proof of Insurance		1/24/2025 10:3...
Proof of Insurance	Compliance	Proof of Insurance		1/24/2025 10:3...

13. Once all documents have been scanned and compliance items have been reviewed, return to the applicant’s “Identity Panel” and scroll down to “Demographics”. Click on their “PDLP Approval Status” box and set it to “Approved”.

SERVICE OKLAHOMA

Demographics

Display Height	<input type="text"/>	Weight	<input type="text"/>	Eye Color	<input type="text"/>	Gender	<input type="text"/>	Race	<input type="text"/>	Black <input type="checkbox"/> Race Other <input type="checkbox"/> African America <input type="checkbox"/>	..
SSN	<input type="text"/>	Show Full SSN			Customer Home Phn: <input type="text"/> ..			Customer Email	<input type="text"/>	Country of Birth <input type="text"/> USA <input type="checkbox"/> Preferred Contact <input type="checkbox"/> US Mail	State of Birth <input type="text"/> US Citizen Flag <input type="checkbox"/> Yes
Customer Cell Phone	<input type="text"/>										
Modified DL Eligibility	Not Eligible				DOS DUN						
PDLP Approval Status	Approved										
PDLP Exit Reason											

14. After the applicant's PDLP status is approved, the (minimum) \$5 first month's payment will appear in the "Shopping Cart" tab. Review that everything is correct, then click "Checkout and Pay".

15. Now that the fees are processed, the applicant is officially enrolled in PDLP. The last step is to add the restrictions to their driver license. Return to the "Identity Panel" and scroll down to the "Credentials/Placards" section. Select their driver's license.

Credentials/Placards

Credentials

Credential Status	Credential Ty...	Issuance Type (Tra...	Issuance Date...	Expiration Dat...	Real ID Conforman...	Surre...
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	<input type="button" value="Load"/>	Standard DL	5/16/2017	3/31/2021	2: State custom rules	

16. Scroll down to the "Restrictions" tab and click on the "+" button to add the PDLP restrictions.

Restrictions

0 - Motorcycle only	<input type="checkbox"/>	2 - Corrective Lenses or Left Outs	<input type="checkbox"/>	4 - Automatic Transmission	<input type="checkbox"/>	5 - Turn Indicators, Power Steerin...	<input type="checkbox"/>
6 - Food, fruit or candy within res...	<input type="checkbox"/>	7 - Automatic Transmission or Ar...	<input type="checkbox"/>	9 - Must be accompanied by a dr...	<input type="checkbox"/>	A - Motorcycle Learner's License	<input type="checkbox"/>
B - Corrective Lenses	<input type="checkbox"/>	E - No Manual Transmission Equi...	<input type="checkbox"/>	F - Left Outside Mirror	<input type="checkbox"/>	G - Daylight Driving	<input type="checkbox"/>
J - Farm Permit	<input type="checkbox"/>	K - Interstate Driving Only CMV	<input type="checkbox"/>	L - No Air Brake Equipped CMV	<input type="checkbox"/>	M - No Class A Passenger Vehicle	<input type="checkbox"/>
N - No Class A or B Passenger Ve...	<input type="checkbox"/>	O - No Tractor Trailer CMV	<input type="checkbox"/>	P - No Passengers in CMV Bus	<input type="checkbox"/>	R - Interlock Device	<input type="checkbox"/>
T - Graduated Driver License	<input type="checkbox"/>	U - Forty-five MPH	<input type="checkbox"/>	V - Medical Variance	<input type="checkbox"/>	X - No Cargo in CMV Tank Vehic...	<input type="checkbox"/>
Y - Bifocal Lenses	<input type="checkbox"/>	Z - No Full Airbrake Equipped Cr...	<input type="checkbox"/>				



This will open a search bar. Type "PDLP" and click "Look Up More Records" to open the more extensive menu.

PDLP

PDLP - 7 days a week
6/21/2024 9:30 AM

PDLP - Between 12 A.M. thru 7 A.M. Saturday thru Sunday 7 days a week.
6/21/2024 9:30 AM

PDLP - Between the hours of 9AM and 3AM 7 DAYS TO AND FROM RESIDENCE AND EMPLOYMENT AND COURSE OF EMPLOYMENT
6/25/2024 3:30 PM

PDLP - Between the hours of 5:00 AM AND 11:00 PM 7 days a week
6/4/2024 4:55 PM

PDLP - Between the hours of 6:00 AM - 11:59 PM 7 Days a Week to and from residence and place of employment and potential employment
6/21/2024 9:30 AM

PDLP - Between the hours of 6:00 AM and 11:59 PM
6/21/2024 9:30 AM

[Look Up More Records](#)

17. From this menu, add all the relevant PDLP restrictions by clicking on each entry.

Look Up Records

Enter your search criteria.

Look for Show Only My Records

Look in

Search

Checkbox	Created On
<input checked="" type="checkbox"/>	5/26/2024 4:34 PM
<input type="checkbox"/>	6/2/2024 9:58 AM
<input type="checkbox"/>	7/26/2024 8:14 AM
< Page 1 >	
1 - 50 of 137 (1 selected)	
Selected records:	
<input type="button" value="Select"/>	<input type="button" value="Remove"/>
<input type="button" value="New"/> <input type="button" value="Add"/> <input type="button" value="Cancel"/>	

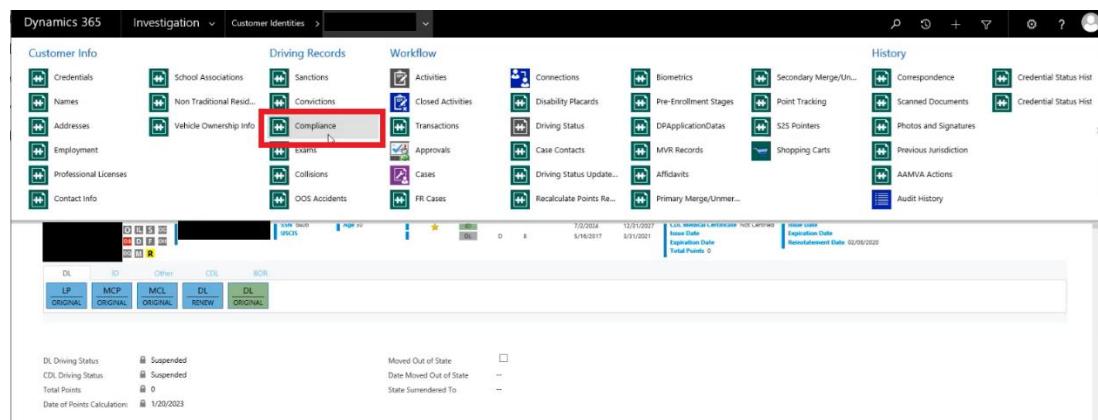
Once the restrictions are added, the applicant is fully enrolled in the PDLP program, and their driver license has been updated accordingly. The transaction is now complete.

Reinstating After Balance is Fully Paid

The customer will continue to remain in the Provisional Driver License Program until their non-compliant, state statutory fees are fully paid off. Once the customer has paid off their remaining balance, the Finance Team will notify Compliance that the PDLP restrictions are to be removed and their license will be ready for reinstatement.

Steps

1. Enter the D360 system and find the customer's file using Quick Search.
2. Navigate through the top menu to the "Compliance" tab.

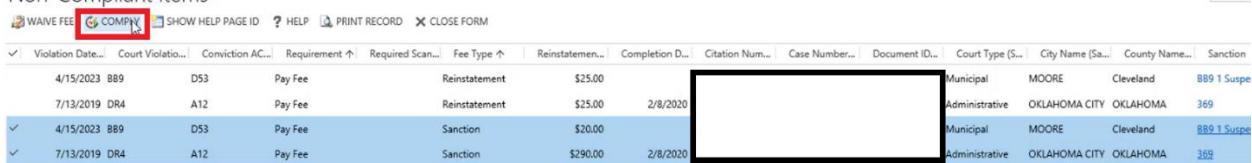


The screenshot shows the Dynamics 365 Customer Portal interface. The top navigation bar includes 'Dynamics 365', 'Investigation', 'Customer Identities', and other options. The main content area is divided into several sections: 'Customer Info' (Credentials, Names, Addresses, Employment, Professional Licenses, Contact Info), 'Driving Records' (School Associations, Non Traditional Resid., Vehicle Ownership Info, Sanctions, Convictions, Exams, Collisions, OOS Accidents), 'Workflow' (Activities, Closed Activities, Transactions, Approvals, Cases, FR Cases, Connections, Disability Placards, Driving Status, MVR Records, Driving Status Update..., Recalculate Points Re..., Biometrics, Pre-Enrollment Stages, S2S Pointers, Shopping Carts, Affidavits, Primary Merge/Unmer..., Secondary Merge/Unmer..., Point Tracking), and 'History' (Correspondence, Scanned Documents, Photos and Signatures, Previous Jurisdiction, AAMVA Actions, Audit History). A specific 'Compliance' icon is highlighted with a red box. At the bottom, there are tabs for 'DL', 'LF', 'MCP', 'Other', 'MCL', 'CDL', 'DL', and 'BOB'. A status bar at the bottom shows various dates and times.

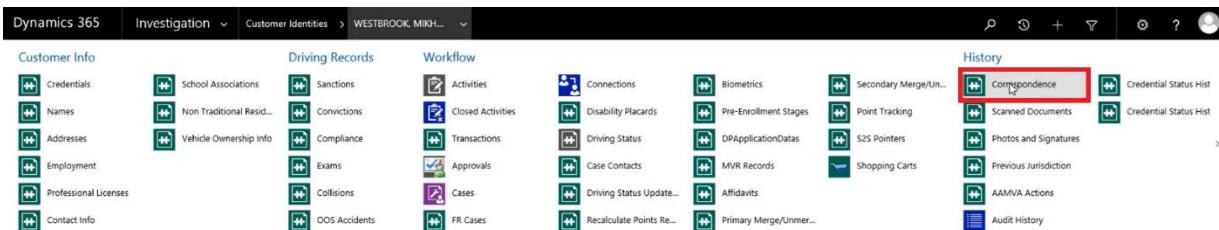
3. This will open the "Non-Compliant Items" tab. Click on all "Sanction" and "Reinstatement" fees, then click "Comply".

NOTE: If there are multiple items with "Reinstatement" as the "Fee Type", you only need to click on **one** of the reinstatement items.

Non-Compliant Items ▾



4. Return to the top menu and click “Correspondence”.



5. Once on the “Correspondence Associated View” tab, click “Create Correspondence.”

Correspondence Associated View ▾

[+ CREATE CORRESPONDENCE](#)    

6. Create a reinstatement notice for the customer and send it to the Finance team (via Teams message) with all other documentation proving that the customer’s balance has been paid off (including screenshots of the paid-off balance).

7. Open the customer’s “Identity Panel” and scroll down to the “Credentials/Placards” section. Click on the entry for their driver license.

↳ Credentials/Placards

Credentials

Credential Status	Credential Type	Issuance Type (Transac...	Issuance Date...	Expiration Date...	Real ID Conformat...	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	

8. Scroll down to the “Restrictions” tab and delete all their PDLP restrictions.

▪ Restrictions

0 - Motorcycle only	<input type="checkbox"/>	2 - Corrective Lenses or Left Outs	<input type="checkbox"/>	4 - Automatic Transmission	<input type="checkbox"/>	5 - Turn Indicators, Power Steerin	<input type="checkbox"/>
6 - Food, fruit or candy within rea	<input type="checkbox"/>	7 - Automatic Transmission or Ar	<input type="checkbox"/>	9 - Must be accompanied by a dr	<input type="checkbox"/>	A - Motorcycle Learner's License	<input type="checkbox"/>
B - Corrective Lenses	<input type="checkbox"/>	E - No Manual Transmission Equi	<input type="checkbox"/>	F - Left Outside Mirror	<input type="checkbox"/>	G - Daylight Driving	<input type="checkbox"/>
J - Farm Permit	<input type="checkbox"/>	K - Intrastate Driving Only CMV	<input type="checkbox"/>	L - No Air Brake Equipped CMV	<input type="checkbox"/>	M - No Class A Passenger Vehicle	<input type="checkbox"/>
N - No Class A or B Passenger Ve	<input type="checkbox"/>	O - No Tractor Trailer CMV	<input type="checkbox"/>	P - No Passengers in CMV Bus	<input type="checkbox"/>	R - Interlock Device	<input type="checkbox"/>
T - Graduated Driver License	<input type="checkbox"/>	U - Forty-five MPH	<input type="checkbox"/>	V - Medical Variance	<input type="checkbox"/>	X - No Cargo in CMV Tank Vehic	<input type="checkbox"/>
Y - Biopic Lenses	<input type="checkbox"/>	Z - No Full Airbrake Equipped CN	<input type="checkbox"/>				

Name ↗	General Use S...	Created On	
POLP	Approved	3/25/2022 9:49 AM	
POLP - Course of Employment	Approved	5/22/2024 7:41 PM	This list contains 4 Restriction B Definition records.
POLP - Driving privileges for a provisional license are ...	Not Looked At	10/15/2024 1:10 PM	
POLP - During the scope and course of their employ...	Not Looked At	10/31/2024 12:50 PM	

1 - 4 of 12

H 4 Page 1

9. Once the PDLP restrictions are removed, the applicant is no longer enrolled in the program. After meeting all requirements for reinstatement, the customer can have their driving privileges fully reinstated.

References

1. [Provisional Driver License](#) Program Information | Service Oklahoma Website
2. [Oklahoma Administrative Code](#)



Appendix

Appendix A: PDLP Payout Agreement

JAY DOYLE
Chief Executive Officer



KEVIN STITT
Governor

[REDACTED]

[REDACTED]

PROVISIONAL DRIVER LICENSE PROGRAM PAYOUT AGREEMENT

Under 47 O.S. § 6-212 and OAC 260:135-5-125 et seq., the undersigned Participant Licensee, [REDACTED] [REDACTED] does hereby enter into the following Payout Agreement with Service Oklahoma to enter into the Provisional Driver License Program ("PDLP"). For the consideration provided by this agreement, Service Oklahoma agrees to allow the Participant Licensee to obtain a Provisional Driver License allowing the Participant Licensee limited driving privileges under the terms and conditions set forth hereinafter and the Participant Licensee agrees to comply with all the terms and conditions set forth hereinafter.

Under this agreement, the Participant Licensee, Driver License number [REDACTED] acknowledges and agrees that the Participant Licensee owes Service Oklahoma \$340.00 in outstanding processing and reinstatement fees according to their Driving Record with Service Oklahoma.

The case(s) from your Driving Record used to determine the amount owed is/are as follows:

<u>Date of Conviction</u>	<u>Service Oklahoma Case No.</u>	<u>Statutory Fee Due</u>
12/12/2023	E0337278	\$25.00
08/15/2019	192270243	\$290.00
12/12/2023	E0337278	\$25.00

The Participant Licensee in consideration for the issuance of a Provisional Driver License hereby tenders the Twenty-five Dollar (\$25.00) Provisional Driver License Fee to enroll in the PDLP. The Participant Licensee further agrees to pay to Service Oklahoma the first monthly payment in the minimum amount of \$25.00 or more on or before the last calendar day of the month in which the Participant Licensee is accepted into the PDLP. The Participant Licensee additionally hereby agrees to pay Service Oklahoma each subsequent monthly payment of \$25.00 or more on or before the last calendar day of each month thereafter, until the outstanding processing and reinstatement fees are paid in full. (WARNING: Each

Driver License Services
PO Box 11415 • Oklahoma City, OK 73136-0415 • 405-522-7000

Date: 1/24/2025
Time: 10:36 AM

Page 1 of 3

FORM # DCD-FRM-0178
VERSION # 1



monthly payment must be no less than \$25.00.)

All payments under this agreement will be made by cashier's check or money order made payable to 'Service Oklahoma' and will be mailed to: Service Oklahoma, Attention: Finance Division, PO Box 11415, Oklahoma City, OK 73136. To receive proper credit for payments, all payments must be in the agreed-upon amount as set forth herein and have the Participant Licensee's Name and Provisional Driver License Number (your name and driver license number) legibly written thereon.

Under this agreement, the Participant Licensee shall only be allowed to drive as follows:

1. Between the hours of 06:00 AM and 11:59 PM.
2. Driving privileges for a provisional license are limited from 12:00 AM to 05:59 AM to driving as follows:
 - a. Between their place of residence and their place of employment or potential employment.
 - b. During the scope and course of their employment.
 - c. Between their place of residence and a college, university, or technology center.
 - d. Between their place of residence and their child's school or daycare provider.
 - e. Between their place of residence and a place of worship; or
 - f. Between their place of residence and a court-ordered treatment program.

The burden to establish compliance with these terms shall be on the Participant Licensee.

Under this agreement, the Participant Licensee has provided Service Oklahoma satisfactory proof of current liability insurance and agrees to maintain liability insurance at all times while participating in the PDLP. The Participant Licensee acknowledges and agrees that failure to maintain liability insurance or the failure to provide proof of liability insurance upon the request of Service Oklahoma or other law enforcement personnel shall result in the Participant Licensee's removal from the PDLP and the Participant Licensee's immediate return to their previous driver license status.

Under this agreement, the Participant Licensee also acknowledges and agrees that failure to make the agreed-upon minimum monthly payment of \$25.00 or more to Service Oklahoma in the manner specified in this Payout Agreement shall result in the Participant Licensee's removal from the PDLP and the Participant Licensee's immediate return to their previous driver license status.

Under this agreement, the Participant Licensee also acknowledges and agrees to carry the Provisional Driver License and proof of current liability insurance at all times while driving and to keep their current mailing address on file with Service Oklahoma.

Under this agreement, the Participant Licensee also acknowledges and agrees that if the Participant Licensee violates any of the provisions, requirements, or terms of the PDLP as determined by Service Oklahoma, the Participant Licensee will be removed from the PDLP and shall be ineligible for future participation in the PDLP.

Driver License Services
PO Box 11415 • Oklahoma City, OK 73136-0415 • 405-522-7000

Date: 1/24/2025
Time: 10:36 AM

Page 2 of 3

FORM # DCD-FRM-0178
VERSION # 1



Under this agreement, the Participant Licensee also acknowledges and agrees that any violation of the law by the Participant Licensee that would result in the suspension or revocation of a driver license shall result in the revocation of the Provisional Driver License, and the Participant Licensee shall be ineligible for future participation in the PDLP.

The undersigned participant licensee has read the foregoing payout agreement and fully understands and agrees to the terms and conditions set forth therein.

Signed, this _____ day of _____, 20_____.

Licensee's Printed Name

Licensee's Signature

Compliance Officer Printed Name

Compliance Officer's Signature

Driver License Services
PO Box 11415 • Oklahoma City, OK 73136-0415 • 405-522-7000

Date: 1/24/2025
Time: 10:36 AM

Page 3 of 3

FORM # DCD-FRM-0178
VERSION # 1



Appendix B: PDLP – Must Test for DL Letter

JAY DOYLE
Chief Executive Officer



KEVIN STITT
Governor

[REDACTED]

[REDACTED]

The Oklahoma Department of Public Safety (**DPS**) has reviewed your driving record based upon your inquiry about the Provisional Driver License Program (**PDLP**). DPS records indicate you have never been issued an Oklahoma driver license or your current Oklahoma driver license is expired. If your license has been expired more than three (3) years or have never been issued an Oklahoma driver license, you must take and pass all Oklahoma Driver License tests in order to participate in the PDLP. If your Oklahoma driver license is expired less than three (3) years, you must renew your Oklahoma driver license. You are not eligible to participate in the PDLP program unless you have an unexpired Oklahoma driver license.

For locations offering Driver License testing, please visit www.ok.gov/dps. Please present this letter, along with your expired driver license and/or other legal identification at the time of testing. This letter will authorize the Oklahoma Driver License Examiner to conduct the test (written, vision and driving) and to impose any appropriate or necessary restrictions.

ATTENTION D.L. EXAMINER: Upon successful completion of all portions of the driver license testing process, please update the applicant's driving record to indicate required provide the above named applicant with documentation showing successful completion of the driving test and indicate any restrictions to be placed on the applicant's Oklahoma Driver License.

ATTENTION APPLICANT: After you have successfully completed the driver license testing, the Driver License Examiner will update your driving record. You may obtain your PDLP license take the document(s) from the Driver License Examiner and this document to any Tag Agent for driver License update. After your Driver License has been updated by the tag agent, see any Department of Public Safety Hearing officer for issuance of the Provisional Driver License.

ATTENTION TAG AGENT: Please do TAGA to update the applicant's Driver License issue/Expiration dates and collect all necessary fees. Put 'Y' in 'Print new driver license to update files and collect fees.'

Driver License Services
PO Box 11415 • Oklahoma City, OK 73136-0415 • 405-522-7000

Date: 1/24/2025
Time: 10:35 AM

Page 1 of 1

FORM # DCD-FRM-0073
VERSION # 1

Appendix C: OAC 670:15-21 – Provisional Driver License Program

670:15-21-1. Purpose

The purpose of this subchapter is to implement the provisions of 47 O.S. § 6-212 regarding the Provisional Driver License (PDL) Program. This subchapter further provides information to the public regarding the eligibility requirements, terms and conditions of the program, and fees associated with the program.

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

670:15-21-2. Definitions

In addition to terms defined in 47 O.S. § 1-101 et seq., the following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise. Use of the singular term includes the plural, and use of the plural term includes the singular.

"All outstanding driver license reinstatement fees" means the total of all processing and reinstatement fees as shown by the driving record maintained by Service Oklahoma.

"Applicant" means the person applying for admission into the Provisional Driver License Program ("PDL Program").

"Method of Payment" means the manner of payment to Service Oklahoma specifically authorized by these rules.

"Participant Licensee" means the person who has been admitted into the PDL Program and has been issued a Provisional Driver License.

"Payment" means providing at least the minimum monthly payment to participate in the Provisional Driver License Program. All payments received by the Participant will be applied as set forth in statute to *all outstanding driver license reinstatement fees*.

"Payout Agreement" means the required written promise between the Participant Licensee and Service Oklahoma which authorizes the terms and conditions upon which driving is permitted and specifies the amount of the minimum monthly payment.

"Record of payment" means the official receipt of payment of court costs or fees, or warrant costs in the minimum statutory amount issued to the Participant. To be applied under the PDL Program, the Record of Payment must be dated within the time frame for which the Participant is wishing to apply the credit.

"Untimely Payment" means a payment that is not received by Service Oklahoma by the last calendar day of the month in which the payment is due. For payments submitted by mail, the post mark date is the date the payment is deemed to be received.

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

670:15-21-3. Eligibility criteria

(a) In order to be eligible for a Provisional Driver License, the following criteria must be met by the Applicant:

(1) must satisfy all requirements for reinstatement of driving privileges, other than the payment of all outstanding driver license reinstatement fee(s), and provide proof of the same to Service Oklahoma;

(2) must renew and/or retest, if required.

(b) In addition to the requirements in (a) above, an applicant for a Class A, B, or C, Commercial Driver License under the Provisional Driver License Program must possess an otherwise valid, unexpired Commercial Driver License.

(c) If the Applicant is ineligible for any reason for Commercial Driver License, the Applicant may only apply for a Class D Provisional Driver License.

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

670:15-21-4. Participants in the PDL Program

(a) A Participant must obtain a valid unexpired Oklahoma Restricted Driver License.

(b) The Participant must enter into a written Payout Agreement with Service Oklahoma stipulating that failure to remit the minimum statutory monthly payment, shall result in the cancellation of the Restricted Driver License and termination of the licensee's participation in the PDL Program. The licensee shall be immediately returned to his or her previous license status. Upon request and payment or submission of a record of payment, the Participant will be allowed to resume participation in the PDL Program. The agreement will specify the terms and conditions under which the Participant can lawfully operate a motor vehicle while participating in the PDL Program.

(c) The Participant must further acknowledge that any violation of law by the Participant resulting in the suspension or revocation of a driver license shall result in the cancellation of the Provisional Driver License and termination of the Participant's PDL. The Participant shall be immediately returned to his or her previous license status. Upon satisfaction of the reinstatement requirements causing the cancellation of the PDL, other than payment of reinstatement fees, the Participant will be allowed to resume participation in the PDL Program by completing a new Payout Agreement and making a payment or providing a record of payment.

(d) The Participant will be issued a restricted Driver License with the appropriate restrictions entered on the driving record. The license issued under the PDL Program will be dependent on the Participant's license duration eligibility. If the Participant's license is eligible for renewal, a renewal driver license, in the same driver license class held by the Participant, shall be issued to the Participant at his or her expense pursuant to statutory requirements. If the Participant's driver license is not eligible for renewal the Participant shall be issued a replacement license at his or her expense pursuant to statutory requirements. The Participant is eligible for participation in the PDL Program until all outstanding driver license reinstatement fees are paid. Failure to renew the PDL prior to its expiration will result in the Participant being returned to his or her previous license status. Upon renewal of the PDL the Participant may resume participation in the PDL Program by completing a new Payout Agreement and making a payment or providing a record of payment.

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

670:15-21-5. Terms and conditions under which the Participant Licensee can drive

The Restricted Driver License issued pursuant to the Provisional Driver License Program will allow the Participant Licensee to operate a motor vehicle or commercial motor vehicle under one or more of the following circumstances:

- (1) Between their place of residence and their place of employment or potential employment;
- (2) During the scope and course of their employment;
- (3) Between their place of residence and a college, university or technology center;
- (4) Between their place of residence and their child's school or day care provider;
- (5) Between their place of residence and a place of worship; or
- (6) Between their place of residence and any court-ordered program or treatment program.

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

670:15-21-6. Proof of insurance

Prior to being accepted into the PDL Program, the Applicant shall provide satisfactory proof of current liability insurance. Upon acceptance into the PDL Program, the Participant Licensee shall maintain liability insurance for the duration of their participation in the PDL Program.

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

670:15-21-7. Completion of Required forms, payment of the initial minimum monthly payment, and payment of the Provisional License fee

- (a) The Applicant for the PDL Program will be required to complete all required forms for Service Oklahoma, including but not limited to a written Payout Agreement, prior to being accepted into the PDL Program.
- (b) The minimum monthly payment or record of payment of at least five dollars (\$5.00) per month toward the satisfaction of all applicable fees will be agreed upon by the Participant and Service Oklahoma. At no time will the Participant be allowed to pay or provide record of payment in an amount less than the monthly statutory minimum of five dollars (\$5.00).
- (c) The method of payment shall be paid in the manner prescribed by Service Oklahoma.
- (d) The first payment or record of payment is due and must be received by Service Oklahoma on or before the last calendar day of the month in which the Applicant is accepted into the PDL Program. All subsequent payments or records of payments are due and must be received by Service Oklahoma on or before the last calendar day of each month thereafter.
- (e) Failure of the Participant to make the required monthly payments shall result in the removal of the Participant from the PDL Program, the cancellation of the Restricted Driver License issued under the Provisional Driver License Program and the return of the Participant to his or her former driver license status.

(f) The Participant shall pay a one-time Provisional Driver License fee to Service Oklahoma in the amount of fifty dollars (\$50.00) and the Restricted Driver License fee prior to the issuance of the Restricted Driver License issued pursuant to the Provisional Driver License Program.

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

670:15-21-8. Termination (removal) from the PDL Program, cancellation of the Restrict Driver License issued under the Provisional Driver License Program

(a) If a Participant Licensee has violated any of the provisions, requirements or terms of this program as determined by Service Oklahoma, the Participant Licensee will be removed from the PDL program. Restricted Driver License issued under the Provisional Driver License Program shall be cancelled. The following actions will result in removal from the PDL Program and cancellation of the Class A, B, C or D Restricted Driver License issued to the Participant:

- (1) Any act that results in the suspension, revocation or disqualification of a driver license. However, in the event the records of Service Oklahoma reflect a disqualifying event, the Participant may still be eligible to participate in the PDL Program for Class D driving privileges only;
- (2) Failure to comply with the terms and conditions under which the Participant Licensee can drive as shown by Service Oklahoma's records;
- (3) Failure to remit to Service Oklahoma the minimum statutory monthly payment, or to timely remit the minimum statutory monthly payment, for three (3) consecutive months;
- (4) Failure to remit to Service Oklahoma the minimum statutory monthly payment in a manner specified by the Payout Agreement;
- (5) Any attempt by the Participant Licensee to obtain or actually obtaining a driver license or driving privileges from another state or country while in the PDL Program;
- (6) Failure to comply with any other term or condition of the signed Payout Agreement not specifically mentioned above.

(b) If terminated from the PDL Program for any of the aforementioned reasons, the Participant may request re-admission to the PDL Program by submitting a written request or appearing before a Driver License Services Officer.

(c) To re-enter the PDL Program after termination or removal and cancellation of the Restricted Driver License issued pursuant to the PDL Program, the person must be otherwise eligible, pay another fifty dollar (\$50.00) Provisional Driver License fee and the Restricted Driver License fee, and complete all procedural requirements for an initial participation in the PDL Program.

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

670:15-21-9. Completion of the PDL Program

Upon payment of all outstanding driver license reinstatement fees and completion of all other requirements for reinstatement, Service Oklahoma shall reinstate the Participant Licensee to full driving privileges with conditions and restrictions as shown by the driving record maintained by Service Oklahoma and allow the Participant Licensee to obtain a regular driver license upon the Participant Licensee's payment of the requisite fee(s) for such license.