



Intermediate License Issuance

Driver License – Class D

2-24-2025



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Revision History

Effective Date of SOP: 2/24/2025	SOP Number: SOP A.05
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: 2/24/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

Learner Permit holders that meet certain eligibility requirements can upgrade to an Intermediate Driver License, which provides driving privileges with less restrictions compared to a permit. These Standard Operating Procedures (SOP) describe the eligibility criteria for an Intermediate License and how to process their issuance in D360.

Purpose

This SOP describes the eligibility requirements for Intermediate Licenses and how to process their issuance in D360. It also provides detailed instructions on how to verify the validity of driver education documents.

Policy Statement

This SOP applies only to current Learner Permit holders that would like to upgrade to an Intermediate License.

Compliance

[OAC 670:15-1-5\(d\)](#) – Intermediate License

Systems

Web Enrollment – System used to take photos and fingerprints.
PayPort – Payment processing system.
D360 – System of record used for issuing credentials.
Microsoft Teams – Used to access the “Parent Taught Affidavit” portal.

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

Oklahoma residents that have held a Learner Permit for at least 180 days are eligible to apply for an Intermediate License. Before receiving the Intermediate License, the customer must first **pass the drive test**. This document explains the process for issuing an Intermediate License immediately after the customer has passed the drive test, at which point they will receive their new credential.

Intermediate License holders are permitted to drive from 5:00am to 10:00pm. The exception to this is if:

- They are driving to or from activities related to school, church or work
 - Still only allowed to have only ONE friend or family member in the car
- OR they are accompanied by a licensed driver at least 21 years old sitting in the front seat

They are permitted to drive with:

- **ONE** friend or family member
- **OR** any passenger if accompanied by a licensed driver at least 21 years old sitting in the front seat

The Intermediate License is denoted by a “T” restriction on the credential.

NOTE: If the applicant is 18 years of age or older, they DO NOT need to apply for a Learner Permit or Intermediate License, as they are already eligible for the drive test. IF the applicant wants to apply for a Learner Permit for additional practice before attempting the drive test, they become eligible for the drive test after holding the permit for at least 30 days. Once they pass the test, they will be issued an unrestricted Class D license and NOT an Intermediate License.

Eligibility

The customer must satisfy **ALL** the following criteria to be deemed eligible for an Intermediate License:

- Has driver education been completed?
 - IF **YES**, must have held a Learner Permit for at least 180 days and be at least 16 years old
 - IF **NO**, must have held a Learner Permit for at least 180 days and be at least 16 ½ years old
- Must have had at least 50 hours (10 hours at night) of behind-the-wheel training from a licensed driver at least 21 years old and licensed for at least 2 years
- Must hold a Learner Permit that has not been expired past 3 years (if permit is expired for 3 years or longer, customer will need to retest)
- Must have no traffic convictions on driving record for 180 days immediately preceding the drive test
- Completion of the ODOT Work Zone Safe Course, with certificate (see [Appendix D](#) for example)



NOTES:

- If the customer has a valid Intermediate License issued by another state, their out-of-state Intermediate License can be transferred IF they meet all Oklahoma eligibility requirements for an Intermediate License
 - However, if they do not have proof of completion of an Oklahoma-approved driver education course, they must be at least 16 ½ years of age to be eligible
- Farm Permit holders that are at least 16 years of age and that have completed an Oklahoma-approved driver education course are also eligible to have their Farm Permit switched to the Learner Permit process, in order to acquire an Intermediate License (see **"Farm Permit Issuance SOP"** for further information)
 - Does not require a Learner Permit to be issued, but must change the restriction J to T

Upgrading to Unrestricted License

The customer must meet the following criteria to become eligible to apply for an unrestricted license:

- **Have they completed driver education?**
 - IF **YES**, they must hold the Intermediate License for at least 180 days and have no traffic convictions on their driving record for 180 days immediately preceding issuance of the unrestricted license
 - IF **NO**, they must hold the Intermediate License for at least 12 months and have no traffic convictions on their driving record for 12 months immediately preceding issuance of the unrestricted license

Required Documents

Customers must present the following documents in order to be issued an Intermediate License.

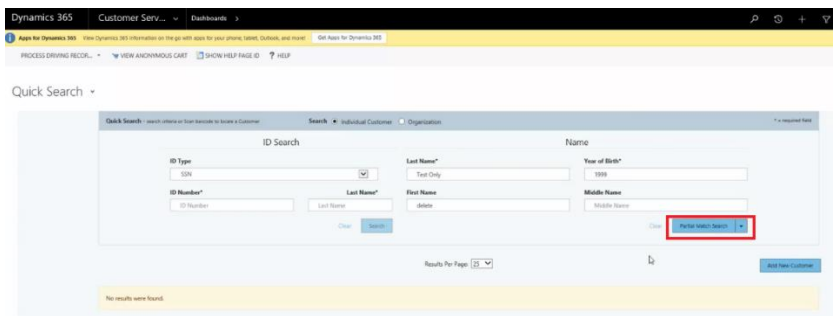
- Primary ID (i.e. valid Learner's Permit, state ID, state certified birth certificate, valid U.S. passport, or valid immigration documents)
- Certificate of completion of driver education course (**ONLY** if customer was less than 16 years of age when they were issued a Learner Permit; see [Appendix B](#) for examples)
- Proof of liability insurance (only needed for drive test, not used in processing)
- Notarized parental authorization affidavit (if parent/guardian is not present during issuance)
- ODOT Work Zone Safe Course certificate of completion (see [Appendix C](#) for example)

Processing

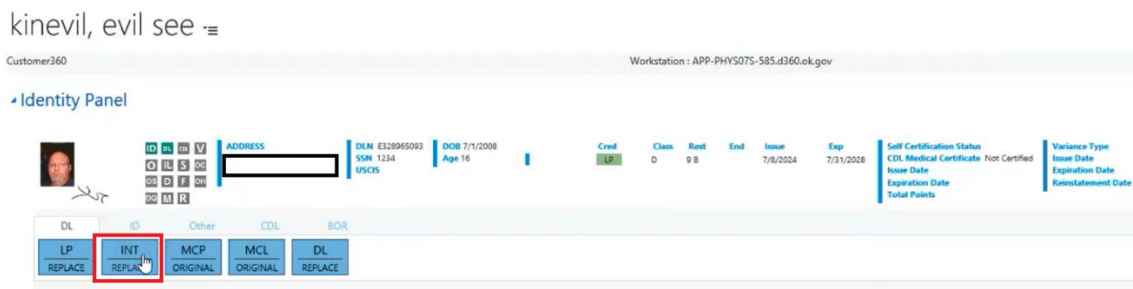
For more detailed instructions on navigating credential issuance in D360, refer to “A.01 - Original Issuance (Class D and State ID)” SOP.

Steps

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



2. After opening the customer’s file, their “Identity Panel” will appear. If they are eligible for an Intermediate License (have held a Learner Permit for the required length of time), the **“INT – REPLACE”** button will appear. Click this button.



NOTE: If the “INT” button does not appear, this may be because they have a traffic conviction from within the past 180 days on their record or have not held their Learner Permit for the required length of time. Inform the customer that they are ineligible and provide the exact reason why.

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 current Learner Permit, parent authorization affidavit (if applicable), and their proof of driver education completion (if applicable).

kinevil, evil see

Transaction : Replacement Intermediate - kinevil, evil see

◀ ✓ Photo Scan Application End/Rest Checks Tests Deficiencies Preview ▶

Document Category:
Issuance ▼

Document Type:
Driver Ed Completion Certificate ▼

* Required

Driver Ed School
Correspondence Number
Case Number

Commercial School
Public School
Out of State School
Parent Taught

Save Cancel

☐ New document
☐ DL10 Jul 08 2024
☐ Certified US Birth Certificate Jul 08 2024

6. After scanning all the required documents, proceed to the “Application” tab. At the top of the screen, click on the drop-down menu for “Replacement Credential Reason” and select “Data Update”.



kinevil, evil see

Transaction : Replacement Intermediate - kinevil, evil see

Photo Scan Application End/Rest Checks Tests Deficiencies Preview

Requested Credential

Replacement Credential Reason *

- Data Update
- Card Production Error
- Examiner Error
- Lost
- Stolen

Driver License Held Number

Id Number

Credential Type

Modified Credential

No

Proceed to the “End/Rest” tab.

NOTE: When upgrading from a Learner Permit to an Intermediate License, the customer **DOES NOT** have to pass another vision screening.

- On the endorsements and restrictions tab, the “T – Graduated Driver License” should automatically be checked.

kinevil, evil see

Transaction : Replacement Intermediate - kinevil, evil see

Photo Scan Application End/Rest Checks Tests Deficiencies Preview

Endorsements

L - Motorcycle

Restrictions

2 - Corrective Lenses or Left Outside Mirror

4 - Automatic Transmission

5 - Turn Indicators, Power Steering, Steering Kn

6 - Food, fruit or candy within reach of driver

7 - Automatic Transmission or Artificial Limb

A - Motorcycle Learner's License

8 - Corrective Lenses Must Be Worn

F - Left Outside Mirror

G - Daylight Driving Only

R - Ignition Interlock Device

T - Graduated Driver License

U - Speed not to exceed 45 MPH, No Interstate

Y - Bioptic Lenses

- Proceed to the “Tests” tab and double-click on “Standard Skills” to input the results of the drive test they just completed.

Transaction : Replacement Intermediate - kinevil, evil see

Photo Scan Application End/Rest Checks Tests Deficiencies Preview

Exams

Type

This list contains 2 Exam records.

Type	Required	Waive	Waive Reason	Date	Expiration Date	Status Reason	Third Party Flag	
Standard Skills	Yes	No				Active	No	
Standard Driving Basic Law	Waive	No	Yes	Duplicate License	2/5/2025 12:00...	2/5/2026 12:00 AM	Active	No

- Add the test results.



EXAM : BASIC LAW AND SKILLS
Standard Skills

Customer Identity
kinevil, evi
Transaction Id
OC924E5F

Test Information

General

Type
Standard Skills
Expiration Date
--
Test Version
--
Examiner Notes
--

Administration Information

Date Administered
2/5/2025 8:00 AM
Tester Type
Operator
Tester Location
7230
Examiner
2774

Results

Result
Pass
Test Waived
☐

Score
86
Waiver Reason
--

10. The rest of the transaction follows the same process as the issuance of any other credential. For more detailed instructions on resolving deficiencies and checking out, refer to “A.01 - Original Issuance (Class D and State ID)” SOP.
11. After the credential has been issued, remember to read through and review with the customer the restrictions that come with the Intermediate License.

References

1. [Intermediate License | Service Oklahoma](#)

Appendix

Appendix A: OAC 670-15-1-5(d) – Intermediate License

d) **Intermediate License.** When a permittee *has applied for, been issued, and has possessed a Learner Permit for a minimum of six (6) months* [47 O.S. §6-105(D)(1)], the permittee may apply to Service Oklahoma for an Intermediate License.

(1) **Application requirements.** The permittee shall meet the following requirements before Service Oklahoma grants driving privileges to operate a Class D motor vehicle and issues an Intermediate License to the permittee.

(A) The permittee shall provide proof of identity and successfully pass the driving skills tests,

(B) The person must not have been, within the previous 6 months, convicted of, pled guilty to, or pled no contest to any moving vehicle violation [47 O.S. § 6-105(D)],



(C) the permittee's parent or legal guardian shall certify to Service Oklahoma by sworn affidavit that the permittee has received a minimum of fifty (50) hours of actual behind-the-wheel training, of which at least ten (10) hours of such training was at night, from a licensed driver who was at least twenty-one (21) years of age and who was properly licensed to operate a Class D motor vehicle for a minimum of two (2) years [47 O.S. §6-105(D)]; provided, the license of the driver providing behind-the-wheel training shall be current and valid, and

(D) for a person who was issued a learner permit and who was less than 16 years of age at the time of issuance pursuant to (c)(1)(B)(iii), documentation of successful completion of a driver education course as defined in 47 O.S. § 6-105(C)(1) shall be submitted. Documentation of completion shall be the completion certificate issued to the person from the driver education instructor or a completion certificate issued to the person by the commercial driver education school. If such documentation is not presented, the person shall not be eligible for issuance of an intermediate license until the person is at least 16 1/2 years of age.

(2) Driving restrictions. The intermediate licensee shall be:

(A) restricted to driving:

(i) only between the hours of 5:00a.m. and 10:00 p.m., except for driving to and from work, school, school activities, and church activities, or

(ii) at any time, if a licensed driver who is at least twenty-one (21) years of age is actually occupying a seat beside the intermediate Class D licensee; provided the license of the accompanying driver shall be current and valid, and

(B) shall not operate a motor vehicle with more than one passenger unless all passengers live in the same household as the custodial legal parent or legal guardian, or a licensed driver at least twenty-one (21) years of age is actually occupying a seat beside the intermediate Class D licensee; provided the license of the accompanying driver shall be current and valid [47 O.S. § 6-105(D)(2)].



Appendix B: Examples of Driver Education Certificate of Completion

CANCELLATIONS/ NO-SHOWS

1 Green Light Driving School LLC has a \$35 late cancellation fee and a \$50 no-show fee to cover the costs associated with missed driving lessons. Cancellations must be made at least 48 hours in advance of the scheduled driving lesson to avoid a late cancellation fee.

- The lesson will be cancelled and considered a no-show, therefore a \$50 no-show fee will be applied, if any of the following occur:
 - The student does not show up for their scheduled driving lesson. The instructor will wait at designated meeting place for 15 minutes. After the 15 minutes, the no-show fee will be applied to the student's account.
 - The student arrives for a driving lesson without a valid learner permit
 - (only for Option 1)
 - The student is impaired for any reason (lack of sleep, intoxication, medication, etc.)
 - The student is wearing shoes (flip-flops, high heels, etc.) which may impair the ability to safely operate a vehicle.

CERTIFICATE OF COMPLETION

1 In order to receive a completion certificate, you must complete the following:

- 10 hours of classroom instruction held at Green Light Driving School
- 6 hours of behind the wheel instruction with a Green Light Driving School certified instructor

All fees and charges must be paid in full

SIGNATURES:

STUDENT _____ **DATE** 7/20/2024

PARENT/ GUARDIAN _____ **DATE** 7/20/2024

START DATE 07/23/2024 **START TIME** 9:00 AM

END DATE 07/24/2024 **END TIME** 1:00 PM

CERTIFICATE OF COMPLETION

No. ypWKLcxF82HPU1dd

This is to certify the student named below has successfully completed the Drivers Education Course consisting of 30 hours in-class and 55 hours behind the wheel (including 10 hours at night) in accordance with I Drive Safely standards and regulations in the State of Oklahoma.

DRIVE SAFELY
610 W. 5th Street STE 603
Austin, TX 78701
<https://www.idrivesafely.com>
Phone: (800) 995-2814

Date Of Birth: 07/05/2009
Completion Date: 11/22/2024
Student Id: ypWKLcxF82HPU1dd
Course Name: DRIVERS EDUCATION
Service Oklahoma Control Number: N449011

GUARDIAN AND INSTRUCTOR DECLARATION
I declare under penalty of perjury that my child has personally studied the course material, satisfactorily answered the test questions provided to me by I Drive Safely, and completed the 55 hours of in Car Training.

RONNIE FLOYD
552 EAST 135TH ST
GLENPOOL, OK 74033

COURSE PROVIDER DECLARATION
I hereby certify that the above name student has successfully completed IDriveSafely.com course based on the information in the I Drive Safely database.

Dear **RONNIE FLOYD**

You have successfully completed an I DRIVE SAFELY online driver education course.
Course Description: Oklahoma Driver Education Course
Here is some important data for your records:

Date Of Birth: 07/05/2009
Completion Date: 11/22/2024
Student Id: ypWKLcxF82HPU1dd
Course Name: DRIVERS EDUCATION
Service Oklahoma Control Number: N449011

Please drive safely!

DRIVE SAFELY
610 W. 5th Street STE 603
Austin, TX 78701
<https://www.idrivesafely.com>
Phone: (800) 995-2814

This Certifies that

Has successfully completed a Driver Training Course from:

PRECISION DRIVING SCHOOL
2326 S Garnett Unit# B TULSA OK 74129

THIS COURSE CONSISTS OF SIX (6) HOURS OF ON-STREET, BEHIND THE WHEEL INSTRUCTION AND TEN (10) OF CLASSROOM INSTRUCTION.

07/09/2024
DATE

THIS SCHOOL IS LICENSED BY THE STATE OF OKLAHOMA
THIS CERTIFICATE COULD BE USED FOR AN INSURANCE DISCOUNT

PRECISION DRIVING SCHOOL

ADMINISTRATOR

Appendix C: ODOT Work Zone Safe Certificate of Completion

