



Voluntary Surrender of License

Driver License – Class D

2-21-2025



Revision History

Effective Date of SOP: 2/21/2025	SOP Number: SOP A.09
Functional Area Name: Driver License	Division Name: Class D
Last Review Date: 2/6/2025	Last Reviewer: Jaclyn McDuffey, Chief Product & Experience Officer
Next Review Date: 2/6/2026	Next Reviewer: Regional Managers
Executive Approval Date: 2/21/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

These Standard Operating Procedures (SOP) outline how to process a customer who wishes to voluntarily surrender their driving privileges and be issued an Oklahoma state ID instead.

Purpose

This SOP describes how to process a customer who either wishes to surrender their Oklahoma driver license, or their driver license from another state, in order to receive an Oklahoma state ID instead.

Policy Statement

These procedures only apply to those who are *voluntarily surrendering* their driver license.

Compliance

n/a

Systems

D360 – System of record used to issue credentials.

Roles

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

Role	Responsibilities
Driver License Examiner (DLE)	Responsible for processing transaction.
Help Desk	Processes the cancellation of the credential.



Procedures

Surrendering Out-of-State License

Generally, customers with out-of-state licenses are supposed to surrender their license and driving privileges in the state where the credential was originally issued, before an Oklahoma state ID can be issued.

If a customer has a valid out-of-state license and wishes to receive an Oklahoma state ID (and not a driver license) instead, they must first contact the state where their current license was issued and request that their credential be cancelled. Otherwise, Service Oklahoma can only transfer the license and issue an Oklahoma driver license.

Surrendering Oklahoma License

In rare cases, some customers may wish to voluntarily surrender their Oklahoma driver license and driving privileges. This could be for medical reasons, to obtain a state ID in another state rather than transferring their Oklahoma license, or because they do not want any form of government ID.

Customers may opt to receive an Oklahoma state ID instead, which would be issued after the cancellation of their Oklahoma license.

Steps

1. After the customer has requested to surrender their Oklahoma license and handed their license over, they will need to fill out a "Voluntary Surrender of Driver License" form, which can be found in [Appendix A](#).
2. Once the form is completed, the customer's file will need to be opened in D360. Use their name and date of birth to locate the file, then scan in the voluntary surrender of license form they just filled out.
3. Call the Help Desk and inform them that a customer is voluntarily surrendering their Oklahoma driver license, and that their credential needs to be cancelled. They will process the cancellation.
4. After notifying the Help Desk, the Examiner can proceed with the issuance of the customer's new Oklahoma state ID, which follows the normal process for original issuance of state ID.

Appendix

Appendix A: Voluntary Surrender of Driver License Form



For Service Oklahoma Use Only

Act Type: _____

Act Date: _____

OLN: _____

DOB: _____

VOLUNTARY SURRENDER OF DRIVER LICENSE

I, the undersigned, do hereby voluntarily surrender my Oklahoma Driver License. I accept that by doing so I am no longer lawful to operate a motor vehicle in this state or any other state where a driver license is required.

SURRENDERED DUE TO:

- ☐ Driver license is suspended, revoked, cancelled or denied
- ☐ Medical Reasons (Should I choose in the future to request that my license be returned, I understand that current medical information and a review examination may be required.)
- ☐ Other (not medical)

If you desire to obtain an Oklahoma Identification Card, please contact the nearest driver license testing office to apply for the card before you surrender the license.

Signature of Licensee

Date

Witness

Please return this form along with your driver license
to: Service Oklahoma
Driver Compliance Division
P.O. Box 11415
Oklahoma City, OK 73136-0415