



# Commercial Driver License & Commercial Learner Permit

Document Requirements • US Citizens



SCAN THE CODE for the most updated information or visit [LeeTC.com](http://LeeTC.com).

Federal law requires all commercial license/permit applicants to declare their medical certification status and to provide a valid medical examiner's certificate (unless specifically exempt).

bring

1

## Social Security Number

must contain full social security number

Choose one proof of Social Security from the other side of this flyer.

bring

1

## Proof of Florida Residency

- A current Florida Driver License or Florida Identification Card held for a period of more than six (6) consecutive months.
- A lease agreement, a current residential mortgage, or a current residential deed, in the customer's name, signed more than six (6) months ago.
- A Florida Voter Registration card.
- A statement of domicile. (Declarations of Domicile are filed with the Lee Clerk of Courts – Official Records Department.)
- A homestead tax exemption on property in Florida. (Proof of homestead exemption can be located by searching for the property record on [leepa.org](http://leepa.org) and clicking the "Exemption Renewal Letter.")

bring

1

## Primary Identification

original or certified copy

NO Photocopies

Choose one proof of Primary Identification from the other side of this flyer

If name differs from primary identification, please present one of the following:

- Marriage certificate
- Court order
- Divorce decree (must be accompanied by proof of prior name if not listed in decree)

### Important Considerations:

- When changing to a new name, you must obtain an updated social security card and wait at least one business day before applying for a license or ID card
- If you are a first time applicant who has had name changes (marriages/divorces) you must present documentation showing a complete chain of names since birth

NO Photocopies

bring

2

## Proofs of Florida Residential Address

CLP/CDL applicants must present two different proofs of address in their own name, either: two documents from List A **OR** one document from List A **and** one document from List B

### LIST A

Submit one or two documents in the applicant's name:

- A recent lease or rental agreement for the residence with a term of 6 months or greater in the name of the driver
- Current Florida voter registration card
- Unexpired Florida vehicle/vessel registration or title
- Current homeowners or renters insurance policy or bill
- Current utility bill (water, gas, electricity, cable) dated within the last 30-days
- Recent cellular or landline telephone bill, dated within the last 60 days
- Recent internet service provider bill, dated within the last 60 days
- Latest property tax bill
- Mortgage deed for property in Florida

If unable to provide any acceptable documents from List A, applicant must provide a Declaration of Domicile filed with Clerk of Court AND one document from List B. Certification of Address Forms are not accepted.

### LIST B

Submit one document in the applicant's name:

- Latest W-2 form or 1099 form
- Recent bank statement, dated within the last 60 days
- Recent credit card statement, dated within the last 60 days
- Latest military orders or documents
- Recent pay stub, dated within the last 60 days
- Recent official government documents, dated within the last 60 days

Current CPL/CDL holders requesting a renewal or replacement license, or those wanting an upgrade (ex: Class B to Class A) are subject to the same document and address requirements.

Driver License and ID requirements are on the other side of this flyer.



# Driver License / ID Document Requirements

## US Citizens

You must bring specific forms of Identification, Social Security and Residential Address

bring

# 1

### Primary Identification NO Photocopies original or certified copy

- Original or certified copy of birth certificate from a US State or Territory
- US Passport or passport card (may be expired)
- Certificate of Naturalization or Citizenship
- US Consular Report of Birth Abroad (form FS 240)

**If name differs from primary identification, please present one of the following:**

- Marriage certificate
- Court order
- Divorce decree (must be accompanied by proof of prior name if not listed in decree)

#### Important Considerations:

- When changing to a new name, you must obtain an updated social security card and wait at least one business day before applying for a license or ID card
- If you are a first time applicant who has had a name change (marriages/divorces) you must present documentation showing a complete chain of names since birth

**NO Photocopies**

bring

# 2

### Proofs of Florida Residential Address\*

- Deed, mortgage statement, or lease agreement
- Florida Voter Registration card
- Selective Service card
- Valid Florida Vehicle/Vessel Registration or Title
- Utility bills dated within the last 30 days (ex: water, gas, electricity, telephone/cell, cable etc.)
- Financial statement dated within the last 30 days (ex: bank, credit card or investment account statements)
- Automobile payment booklet dated within the last 30 days
- Medical or health card and/or medical bill dated within the last 30 days
- Professional license issued by a U.S. government agency
- Employer documentation dated within the last 30 days (ex: paycheck stub, W-2 form)
- Automobile or Homeowner's Insurance policy or bill dated within the last 30 days
- Documents issued by Federal, State, County or City government agencies dated within last 30 days
- FDLE registration form completed by the local sheriff's office or Department of Corrections dated within the last 30 days

**When using proofs of address in someone else's name, a completed Certification of Address form must be completed and the directions on the form must be followed.**

bring

# 1

### Social Security Number must contain full social security number

- Original Social Security Card
- W-2 or 1099 form
- Pay Stub with full Social Security Number

#### VETERANS

If you would like a veteran's designation on your license or ID, you must present proof of discharge under conditions other than dishonorable, such as VA card, Military Retired ID Card, DD-2 or DD-214.

#### 100% Disabled VETERANS

Please bring your Disabled Veteran Card or Verification of Service Letter from the VA to waive fees.