

DOCUMENT REVIEW AND OTHER PRE-TEST INFORMATION

SECTION 1: TEMPORARY INSTRUCTION PERMITS- Automobile, Motorcycle and Commercial Driver License

A Temporary Instruction Permit (TIP) issued for an Operator License allows a permit holder to practice driving when accompanied by a licensed adult driver.

A Temporary Instruction Permit (TIP) issued for a Motorcycle Endorsement allows the permit holder to operate a motorcycle while under the constant supervision of a properly licensed adult motorcycle operator. The permit holder cannot ride at night or carry passengers. The permit holder will practice riding with the TIP until they are ready to take the motorcycle skills test. The motorcycle skills test may only be attempted twice. If the permit holder fails the test on the second attempt, they are required to complete a Rider's Education Course in order to gain the motorcycle endorsement.

A Temporary Instruction Permit (TIP) issued for a Commercial Driver License allows the permit holder to practice driving designated commercial vehicles when accompanied by a properly licensed adult. Examiners should ask applicants to bring an additional copy of their CDL TIP to the test site.

All Temporary Instruction Permits are valid for 180 days from the date of issue. For the Operator license, there is a mandatory waiting period of 30 days before taking the skills test unless the waiting period has been waived at the Secretary of State (SOS) branch office. There is no waiting period required for the Motorcycle endorsement or Commercial Driver License.

Refer to Appendix D-1 for samples of TIP's.

SECTION 2: GRADUATED DRIVER LICENSE- Level One, Level Two and Level Three

A level one license (paper license) is issued to a minor who has completed Segment One of driver education and is at least 14 years 9 months old. The level one license allows the minor to drive while accompanied by a licensed parent, legal guardian or a properly licensed driver 21 years of age or older that has been designated by the parent or legal guardian. The level one license must be held a minimum of 180 days before taking a skills test.

A level two license (plastic, photo license) is issued to a minor who has completed Segment Two of driver education, is at least 16 years old and has passed a skills test. The level two license allows the minor to drive between the hours of 5:00 a.m. and midnight unsupervised. The minor may not drive a vehicle between midnight and 5:00 a.m. unless accompanied by a parent, legal guardian or properly licensed driver 21 years of age or older that has been designated by the parent or legal guardian. The minor may drive unaccompanied to and from employment.

A level three license (plastic, photo license) is issued to a minor who is at least 17 years old, has driven at level two for a minimum of 6 months and driven 12 consecutive months without a moving violation, at-fault accident or incurred any suspensions or restrictions. The level three license allows the minor full driving privileges. The license is formatted vertically until the minor is 21 years old.

Refer to Appendix D-2 for a sample of a Level One License and a Segment Two driver education completion certificate.

SECTION 3: ROAD TEST RECEIPT

Road test receipts, also known as one-cent receipts, are primarily issued to applicants with driver's licenses from foreign countries. The document allows them to drive without being accompanied by another licensed adult. Applicants with a valid out-of-state driver education certificate or out-of-state temporary instruction permit (OOS TIP) may also be issued a road test receipt. The applicants are often required to take a driving skills test from a third party examiner before receiving their original Michigan driver's license. Applicants under the age of 18 must be accompanied to the road skills test by a parent or legal guardian. Since a foreign driver's license can be difficult and expensive to obtain, the Department does not deface or confiscate them. The foreign driver's license and driving privileges remain intact should the applicant return to their country. Road test receipts must always be presented with a foreign driver's license before a test is administered. All documents presented with a Road test receipt must be current and valid. If the documents are expired the examiner must instruct the applicant to return to the SOS branch office.

Prior to the test, examiners must verify the name and signatures on both the road test receipt and the foreign driver's license. The branch office employee's signature must be present on the road test receipt also. If there are discrepancies or examiners have reason to question the authenticity of the documents, the applicant must present supporting documentation to establish identity. Examiners must also compare the signature on the road test receipt with the signature on the scoring form. This is done to prevent administering a road skills test to an impostor. If an examiner determines the person appearing at the test site is not the person whose documents are being presented, do not administer the test. If possible make copies of the foreign driver's license and road test receipt and fax with a copy of the scoring form and cover letter briefly explaining the situation.

Refer to Appendix D-3 for sample of a road test receipt.

SECTION 4: REGISTRATION AND INSURANCE- Automobile and Motorcycle

Prior to conducting the skills test the examiner will inspect the registration, license plate and insurance certificate for the corresponding test vehicle or motorcycle. Facsimiles, photocopies, or electronic copies of the certificate of insurance may be accepted. If the applicant does not have the registration, the examiner may not continue with the test. If the vehicle is not properly licensed (i.e. no plate, expired renewal sticker) do not conduct the skills test.

Commercial Driver License. Prior to conducting the skills test the examiner will inspect the registration and license plate(s) for the power unit and trailer of the test vehicle. The insurance certificate only has to be for the power unit.

Automobile, Motorcycle and Commercial Driver License. Dealer, manufacturer or transporter plates are permitted for skills tests only when the applicant provides a letter on the letterhead of the dealer, manufacturer or transporter indicating the applicant is employed by them and has permission to use the vehicle for testing purposes.

Refer to Appendix D-4 for samples of vehicle registration and insurance

SECTION 5: PHYSICAL DISABILITIES

When testing an applicant with physical disabilities, he or she must be able to perform the road test as it has been designed. Third party examiners do not have the authority to modify the test from its present form. To do so may result in licensing someone that does not meet the minimum requirements to safely operate a vehicle. If an applicant cannot pass the driving skills test, the examiner may inform him or her of the availability of private driving schools that offer specialized training.

Hearing Impaired Applicants. Prior to beginning the skills test the examiner and the hearing-impaired applicant must establish a non-verbal method of communication. The examiner must be careful to choose a method of communication that will allow the applicant to be fairly tested without compromising the test integrity. The examiner should allow the applicant to read the instruction directly from the instruction sheet. If the applicant needs clarification, the examiner may communicate on paper or by using illustrations and hand signals. Sample cue cards are provided in Appendix D-5. Organizations and examiners are encouraged to create additional cue cards appropriate for the road testing route.

Interpreters for Hearing Impaired Applicants. The applicant may use an interpreter who is at least 16 years old. However the examiner must explain to the interpreter that he or she may only translate each set of skills tests instructions as they are given. The interpreter will also translate any narrative given by the applicant during the driving skills test simulations. Additional communication between the applicant and interpreter beyond what is required will not be permitted except in an emergency. The interpreter must be advised that the first instance of unnecessary communication with the applicant will result in a warning. The second instance will cause the applicant to fail the test. Due to the complexity of the testing process, extra time should be allotted to administer the driving skills test to a hearing impaired applicant.

The fee for interpreters for the hearing impaired is reimbursed by the Department of State. Contact an analyst for assistance with the reimbursement procedures.

Refer to Appendix D-5 for directional cue cards for hearing impaired applicants.

SECTION 6: LICENSE RESTRICTIONS

Examiners may encounter applicants who cannot pass the complete road test as designed, but may have enough skill to obtain a “limited license”. For example, an applicant may drive safely throughout the entire road test but fail the test because he or she could not safely handle expressway driving. This applicant may be eligible for a limited license that includes a restriction for “no expressway driving” (restriction code 34). However, the third party examiner does not have the authority to add or remove non-adaptive equipment restrictions to an applicant’s license. These applicants should be referred to a Driver Assessment analyst. Driver Assessment analysts have the authority to grant limited license privileges. These limited licenses are based on a review of the applicant’s third party skills test performance, medical examination and other information. SOS offices have information on the availability and location of these analysts.

Adding Adaptive Equipment. Some applicants can pass the standard road test, but only with the aid of “adaptive equipment” (i.e. hand controls, cushions, pedal extensions, etc.). Examiners are authorized to add adaptive equipment restrictions to a driver’s license if the equipment is present on the vehicle and the examiner believes the equipment is fundamental to the safe operation of the vehicle. For example, if an applicant uses hand controls during a successful completion of the driving skills test, the examiner must write the statement, “Add code 10 restriction – All hand controls” in the license restrictions box and on the final license line of the skills test certificate.

Removing Adaptive Equipment. If an applicant possesses a valid license with “adaptive equipment” restriction(s) but wishes to have these restriction(s) removed, he or she must obtain a TIP from the SOS office prior to skills testing. In order for the examiner to conduct a legal skills test, the TIP must allow the applicant to practice driving without the designated restriction(s). If the applicant passes the skills test without using the adaptive equipment, the examiner will issue a skills test certificate that indicates a full license with no restrictions.

Refer to Appendix D-6 for examples of adding or removing a restriction.

Refer to Appendix D-7 for a complete list of restriction codes.

SECTION 7: DAAD AUTHORIZATION FOR LICENSE APPLICATION

DI-159. Driver Assessment and Appeal Division (DAAD) uses a computer generated DI-159 *Authorization for License Application*. The DI-159 may be issued as an authorization for a restricted license, shortening a suspension action, or granting full driving privileges. When an individual has been granted either full driving privileges or restrictions as a result of an appeal with Circuit Court or DAAD, a DI-159 authorization is issued. DAAD will issue a temporary restricted license based on the Circuit Court order or the DAAD appeal.

DAAD may order that all tests be taken including a driving skills test administered by a third party examiner. If the applicant is ordered to complete a driving skills test, the SOS branch office will issue a TIP to the applicant. The applicant must successfully complete all segments of the driving skills test. When an applicant appears at a third party test site they must present:

- A valid TIP
- and**
- A copy of the Authorization for License Application letter

When the applicant successfully completes the skills test, follow the directions in the letter either to issue a skills test certificate and instruct the applicant to return to the originating SOS branch office to convert the certificate or to complete a form included with the letter.

Refer to Appendix D-8 for a sample of an Authorization for License Application letter.

SECTION 8: IGNITION INTERLOCK DEVICE

An ignition interlock system, referred to as a Breath Alcohol Ignition Interlock Device, is a breath alcohol analyzer. It has computer logic and internal memory that interconnect with the ignition and other control systems of a vehicle. This device measures the bodily alcohol content (BAC) of a driver and prevents the vehicle from starting if their BAC exceeds 0.025.

DAAD requires an ignition interlock device when a driver is returning to the road from a license revocation as a habitual offender. If a restricted license is issued, the DAAD hearing officer must order the person to have an ignition interlock device installed for one year. A manufacturer approved by DAAD must professionally install the device.

The applicant may only drive a vehicle with an ignition interlock device installed and the device will require random retests while driving. If the applicant acquires three start-up test violations within a monitoring period or one rolling retest failure or if the device detects tampering, it will lock out the applicant from further operation and must be checked by the installer.

When administering a driving skills test to an applicant with an interlock device restriction, the applicant must begin the test by blowing into the device and starting the engine of the test vehicle in the examiner's presence. If the applicant successfully passes the driving skills test the examiner must write on the final license line of the skills test certificate, "Passed automobile skills test with interlock device".

SECTION 9: FOREIGN LANGUAGE INTERPRETERS

If a language barrier exists between an applicant and a third party examiner, the applicant is entitled to use an interpreter who is at least 16 years old. The applicant is responsible for the fees of a foreign language interpreter and a department-approved interpreter is not required.

Organizations and examiners must ask the interpreter to present a photo driver's license and examiners must record the interpreter's full name and driver's license number in comments section on the scoring form. If the interpreter is from a driver education school, record their instructor number also. The examiner must note in the comments section if the interpreter is providing the test vehicle for the applicant.

The examiner must explain to the interpreter that s/he may only speak to the applicant to translate the instructions as they are given. The interpreter will also translate any narrative given by the applicant during the driving skills test. Additional comments by the interpreter are not permitted except in an emergency. The interpreter will be advised that the first instance of unnecessary communication with the applicant will result in a warning. A second instance will cause the applicant to fail the test.

Interpreters may be used throughout the entire automobile and motorcycle skills testing process.

For the commercial driver license skills test, a foreign language interpreter may only assist during the introduction of the applicant and the document/test vehicle presentation. The interpreter may also assist in the final summary after the test is completely finished. Once the test begins it will be conducted entirely in English and the interpreter will be required to wait outside of the test area. When the test is over the interpreter will be allowed to assist the applicant with any test summary and feedback provided by the examiner.

SECTION 10: FACILITATORS

A facilitator is a person who may assist an applicant in obtaining a driver's license. Facilitators sometimes offer language interpretation or driver training services. They may schedule test appointments and regularly transport different applicants to the same test site. At times, facilitators are not properly licensed as driver trainers and may engage in other illegal activities such as providing answers to the Department knowledge tests. In some cases, facilitators will attempt to corrupt the skills testing process by offering bribes or gratuities to examiners in an effort to influence the test outcome. In the extreme, some facilitators may try to purchase a skills test certificate from the examiner without any skills test being administered. People who participate in an improper skills test have committed a criminal act, and are subject to criminal penalties. This includes the applicant, examiner and facilitator.

A Michigan driver's license can be obtained without the assistance of a facilitator. In many instances, facilitators financially victimize individuals who do not understand the driver licensing process. They often charge a large fee for their services, far above the actual cost of legitimately procuring a driver's license.

Organizations and examiners must be particularly aware of facilitators who regularly schedule skills test for applicants, and/or accompany them to the test site. Some facilitators routinely provide vehicle(s) for applicants to use during the skills test. Organizations and examiners must ask the facilitator to present a photo driver's license and examiners must record the facilitator's full name and driver's license number in the comments section on every scoring form of every applicant the facilitator assists. The examiner must also record names and driver's license numbers of facilitators who provide test vehicles for applicants. If the facilitator is from a driver education school, record the instructor's license number also.

APPENDIX D-1
SAMPLES OF TEMPORARY INSTRUCTION PERMITS

Automobile Temporary Instruction Permit

03012006 L3 S060 298 0006 25.00	INFORMATION REGARDING YOUR TEMPORARY INSTRUCTION PERMIT
MICHIGAN TEMPORARY INSTRUCTION PERMIT	
MICHIGAN DRIVER LICENSE S 881 265 004 946 Expires on 08-28-2006	This permit allows you to practice driving a motor vehicle when accompanied by a licensed adult.
LICENSE TYPE O ENDORSEMENTS	TO OBTAIN YOUR FULL PRIVILEGE YOU MUST:
JOHN SPARTAN	Complete at least 30 days of practice.
123 BRESLIN CENTER	Pass a road skills test administered by an approved examiner. A list of approved examiners is available at your local branch office.
EAST LANSING MI 48823	Present the road skills test certificate and this permit at your local branch office to have your photo taken.
DATE OF BIRTH 12-22-81 SEX M EYE COLOR GRN HEIGHT 5 8	A refund is allowed only during the first 90 days.
RESTRICTIONS	
SIGNATURE X _____	
I certify I do not have any physical or mental disability which affects my ability to operate a motor vehicle safely nor have I experienced any loss or impairment of consciousness in the past six months (chauffeur 12 months). I understand my signature may be retained and used for programs administered by the Department of State. NOTE: IT IS A CRIME TO MAKE A FALSE STATEMENT OR CONCEAL A MATERIAL FACT WHEN APPLYING FOR A LICENSE.	TR-1L (11/97)

Motorcycle Temporary Instruction Permit

03012006 L3 S060 099 0006 13.50	INFORMATION REGARDING YOUR MOTORCYCLE TEMPORARY INSTRUCTION PERMIT
MICHIGAN MOTORCYCLE TEMPORARY INSTRUCTION PERMIT	
MICHIGAN DRIVER LICENSE W 626 338 778 430 Expires on 08-28-2006	This permit allows you to operate a motorcycle when under the constant visual supervision of a licensed motorcycle operator at least 18 years old. You must also have a valid operators license, chauffeur license, or temporary instruction permit.
LICENSE TYPE O ENDORSEMENTS CY	Michigan law requires you to wear an approved, properly fastened safety helmet. You cannot operate a motorcycle with a passenger or at night.
LLOYD WOLVERINE	TO OBTAIN YOUR PERMANENT MOTORCYCLE ENDORSEMENT:
123 YOST LANE	You must pass a road skills test administered by an approved examiner. A list of approved examiners is available at your local branch office.
ANN ARBOR MI 48104	Persons 18 and over who fail the road skills test twice and everyone under age 18 must present a motorcycle safety course completion certificate.
DATE OF BIRTH 12-22-69 SEX M EYE COLOR BLU HEIGHT 5 8	A license fee will be charged when adding a motorcycle endorsement to your operator or chauffeur license.
RESTRICTIONS	APPROVAL OF PARENT OR LEGAL GUARDIAN
SIGNATURE X _____	SIGNATURE X _____
I certify I do not have any physical or mental disability which affects my ability to operate a motor vehicle safely nor have I experienced any loss or impairment of consciousness in the past six months (chauffeur 12 months). I understand my signature may be retained and used for programs administered by the Department of State. NOTE: IT IS A CRIME TO MAKE A FALSE STATEMENT OR CONCEAL A MATERIAL FACT WHEN APPLYING FOR A LICENSE.	SIGNATURE OF PARENT OR LEGAL GUARDIAN I understand my signature may be retained and used for programs administered by the Department of State.

CDL Temporary Instruction Permit (TIP) from Base Operator License

03012006 T2 S060 999 0599 30.00		03012006 T2 S060 999 0599 30.00	
MICHIGAN COMMERCIAL DRIVER LICENSE TEMPORARY INSTRUCTION PERMIT		INFORMATION REGARDING YOUR COMMERCIAL DRIVER INSTRUCTION PERMIT	
MICHIGAN DRIVER LICENSE C 881 265 004 946	EXPIRES 08-28-2006	This permit shows a group designator and various endorsements added to your operator or chauffeur license. Drivers with this permit must be accompanied by a licensed adult operator or chauffeur who has the appropriate group designation and endorsement for the vehicle the driver with this permit is driving.	
LICENSE TYPE O B	ENDORSEMENTS P	GROUP DESIGNATOR	
CHIP CHIPPEWA		A Any vehicle that tows a vehicle or trailer with a gross vehicle weight rating (GVWR) over 10,000 pounds.	
123 BROOMFIELD		B Any single vehicle (including buses) with a GVWR of 26,001 pounds or more, or a gross combined weight rating of 26,001 pounds or more towing trailers or other vehicles not more than 10,000 pounds GVWR.	
MT. PLEASANT MI 48858		C Any single vehicle with GVWR less than 26,001 pounds when the vehicle is designed to carry 16 or more passengers (including the driver), or when it is used to carry hazardous materials requiring a placard.	
DATE OF BIRTH 12-22-69 SEX M EYE COLOR BRN HEIGHT 5 8		ENDORSEMENTS	
RESTRICTIONS CORR LENS		T Double Trailers	H Hazardous Materials
		N Tank Vehicles	P Passenger Vehicles (16 passengers or more including driver)
		X Tank Vehicles and Hazardous Materials	S School Bus (Not valid without the P-Passenger endorsement)
		APPROVAL OF PARENT OR LEGAL GUARDIAN	
SIGNATURE X _____		SIGNATURE X _____	
<small>I certify the above information is true and correct. I have surrendered all valid licenses issued to me by this or any other state, and I do not possess a valid license. I do not have any physical or mental disability which affects my ability to operate a motor vehicle safely, nor have I experienced any loss or impairment of consciousness in the past six months (chauffeur 12 months). I meet the requirements of Title 49 CFR Part 391, unless I intend to operate intrastate only, in which case I meet all applicable Michigan qualification requirements. I understand my signature may be retained and used for programs administered by the Department of State. NOTE: IT IS A CRIME TO MAKE A FALSE STATEMENT OR CONCEAL A MATERIAL FACT WHEN APPLYING FOR A LICENSE.</small>		<small>I understand my signature may be retained and used for programs administered by the Department of State.</small>	

CDL Temporary Instruction Permit (TIP) from Base Chauffeur License

03012006 T2 S060 999 0599 30.00		03012006 T2 S060 999 0599 30.00	
MICHIGAN COMMERCIAL DRIVER LICENSE TEMPORARY INSTRUCTION PERMIT		INFORMATION REGARDING YOUR COMMERCIAL DRIVER INSTRUCTION PERMIT	
MICHIGAN DRIVER LICENSE E 881 265 004 946	EXPIRES 08-28-2006	This permit shows a group designator and various endorsements added to your operator or chauffeur license. Drivers with this permit must be accompanied by a licensed adult operator or chauffeur who has the appropriate group designation and endorsement for the vehicle the driver with this permit is driving.	
LICENSE TYPE C B	ENDORSEMENTS P	GROUP DESIGNATOR	
SWOOP EAGLE		A Any vehicle that tows a vehicle or trailer with a gross vehicle weight rating (GVWR) over 10,000 pounds.	
123 WELCH		B Any single vehicle (including buses) with a GVWR of 26,001 pounds or more, or a gross combined weight rating of 26,001 pounds or more towing trailers or other vehicles not more than 10,000 pounds GVWR.	
YPSILANTI MI 48197		C Any single vehicle with GVWR less than 26,001 pounds when the vehicle is designed to carry 16 or more passengers (including the driver), or when it is used to carry hazardous materials requiring a placard.	
DATE OF BIRTH 12-22-69 SEX M EYE COLOR GRN HEIGHT 5 8		ENDORSEMENTS	
RESTRICTIONS CORR LENS		T Double Trailers	H Hazardous Materials
		N Tank Vehicles	P Passenger Vehicles (16 passengers or more including driver)
		X Tank Vehicles and Hazardous Materials	S School Bus (Not valid without the P-Passenger endorsement)
		APPROVAL OF PARENT OR LEGAL GUARDIAN	
SIGNATURE X _____		SIGNATURE X _____	
<small>I certify the above information is true and correct. I have surrendered all valid licenses issued to me by this or any other state, and I do not possess a valid license. I do not have any physical or mental disability which affects my ability to operate a motor vehicle safely, nor have I experienced any loss or impairment of consciousness in the past six months (chauffeur 12 months). I meet the requirements of Title 49 CFR Part 391, unless I intend to operate intrastate only, in which case I meet all applicable Michigan qualification requirements. I understand my signature may be retained and used for programs administered by the Department of State. NOTE: IT IS A CRIME TO MAKE A FALSE STATEMENT OR CONCEAL A MATERIAL FACT WHEN APPLYING FOR A LICENSE.</small>		<small>I understand my signature may be retained and used for programs administered by the Department of State.</small>	

**APPENDIX D-2
GRADUATED DRIVER LICENSE**

Segment 1 Driver Education Certificate of Completion – Front (Green)

MICHIGAN DRIVER EDUCATION			A 000098
SEGMENT 1		CERTIFICATE OF COMPLETION	
This is to certify that:			

First	Middle	Last	
Date of Birth _____			
Month	Day	Year	
has successfully completed Segment 1 of a driver education course in compliance with Section 310e, P.A. 387 of 1996. instruction was provided by:			
NAME OF SCHOOL _____		CITY _____	
DRIVER EDUCATION CODE _____			
		DATE _____	
		Driver Education Instructor _____	
		Authorized School Official _____	
THIS IS NOT A DRIVER LICENSE. THE STUDENT MUST OBTAIN A LEVEL 1 LICENSE FROM THE SECRETARY OF STATE TO DRIVE A VEHICLE.			

Segment 2 Driver Education Certificate of Completion – back (Green)

- To apply for a Level 1 driver license from the Secretary of State, you must:
1. Be at least 14 years, 9 months old.
 2. Provide proof of date of birth (birth certificate).
 3. Present a Segment 1 Driver Education Certificate.
 4. Pass a vision test prescribed by the Secretary of State.
 5. Have a parent or legal guardian present for the Level 1 driver license signature.

Level 1 License - Automobile

<p>03012006 X3 S060 298 0006 0.00</p> <p>MICHIGAN GRADUATED LEVEL 1 LEARNER'S LICENSE</p> <p>MICHIGAN DRIVER LICENSE B 881 265 004 946 Expires on 12-22-2008</p> <p>LICENSE TYPE O1</p> <p>BUSTER BRONCO 123 SEIBERT BUILDING KALAMAZOO MI 49008</p> <p>DATE OF BIRTH 12-22-1990 SEX M EYE COLOR BLU HEIGHT 5 8</p> <p>RESTRICTIONS CORR LENS</p> <p>SIGNATURE X _____</p> <p><small>I certify I do not have any physical or mental disability which affects my ability to operate a motor vehicle safely nor have I experienced any loss or impairment of consciousness in the past six months (chauffeur 12 months). I understand my signature may be retained and used for programs administered by the Department of State. NOTE: IT IS A CRIME TO MAKE A FALSE STATEMENT OR CONCEAL A MATERIAL FACT WHEN APPLYING FOR A LICENSE.</small></p>	<p>INFORMATION REGARDING YOUR LEVEL 1 LEARNER'S LICENSE You may operate a motor vehicle only when accompanied by a licensed parent or legal guardian or, with permission of the parent or legal guardian, any licensed driver 21 years of age or older.</p> <p>To be eligible for a level 2 license you must:</p> <ol style="list-style-type: none"> 1. Be at least 16 years old. 2. Possess a graduated level 1 learner's license for at least 6 months 3. Successfully complete a segment 2 driver education course approved by the Department of Education. 4. Have no convictions or civil infractions, license suspensions, or at-fault crashes for the 90-day period immediately preceding your application. 5. Certify that you have accumulated at least 50 hours of behind-the-wheel experience, of which not less than 10 hours was at night, while accompanied by your parent or legal guardian or, with permission of parent or legal guardian, by an licensed driver 21 years of age or older. 6. Have you parent or legal guardian certify the 50 hours of behind-the-wheel experience. 7. Meet physical and mental standards set by the Department of State 8. Pass a road skills test administered an approved examiner. A list of approved examiners is available at your local branch office. <p>APPROVAL OF PARENT OF LEGAL GUARDIAN SIGNATURE X _____</p> <p style="text-align: center;"><small>SIGNATURE OF PARENT OR LEGAL GUARDIAN</small></p> <p><small>I understand my signature may be retained and used for programs administered by the Department of State.</small></p> <p style="text-align: right;"><small>TR-IL (11/97)</small></p>
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Segment 2 Driver Education Certificate of Completion – Front (White)

MICHIGAN DRIVER EDUCATION		B 000099
SEGMENT 2		CERTIFICATE OF COMPLETION
This is to certify that:		
First _____ Middle _____ Last _____ Date of Birth _____ Month _____ Day _____ Year _____	VOID	DATE _____ Driver Education Instructor _____ Authorized School Official _____
has successfully completed Segment 2 of a driver education course in compliance with Section 310e, P.A. 387 of 1996. The instruction was provided by: NAME OF SCHOOL _____ CITY _____ DRIVER EDUCATION CODE _____		
 <p><small>THIS IS NOT A DRIVER LICENSE. THE STUDENT MUST OBTAIN A LEVEL 2 LICENSE FROM THE SECRETARY OF STATE TO DRIVE A VEHICLE.</small></p>		

Segment 2 Driver Education Certificate of Completion – Back (White)

<p>To apply for a level 2 driver license from the Secretary of State, you must:</p> <ol style="list-style-type: none"> 1. Be at least 16 years of age. 2. Have possessed a Level 1 driver license for at least six months. 3. Have successfully completed a Segment 2 driver education course. 4. Have not incurred a moving violation conviction or been involved in an accident during the 90-day period immediately prior to applying for a Level 2 driver license. 5. Have a parent or legal guardian certify that son/daughter has been provided at least 50 hours of driving experience (10 hours must have occurred at night) after receipt of the Level 1 driver license.
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**APPENDIX D-3
SAMPLE ROAD TEST RECEIPT
(ONE-CENT RECEIPT)**

Road Test Receipt (One-Cent Receipt)

This receipt is for your records only – cannot be used for a SOS refund.

04-28-2006

**MICHIGAN
DEPARTMENT OF STATE
LANSING, MI 48918**

Issued To: Johann Spartacus

Amount: \$0.01

Reason: ROAD TEST REQUIRED WAIVE 30 DAYS

Branch Employee Signature

Customer Signature

04282006 X5 S118 0076

0.01

**APPENDIX D-4
REGISTRATION AND INSURANCE**

Michigan Registration (Auto)

MICHIGAN REGISTRATION	TERRI LYNN LAND Secretary of State	MICHIGAN REGISTRATION	TERRI LYNN LAND Secretary of State
Plate: ABC 123	Expires: 12/22/2006	Plate: ABC 123	Expires: 12/22/2006
2006 SATURN		2006 SATURN	
Vehicle No.: EP215485465323297	Fee Cat. or Wt.: 15 County: MARQUETTE	Vehicle No.: EP215485465323297	Fee Cat. or Wt.: 15 County: MARQUETTE
WILLY WILDCAT 1401 PRESQUE ISLE AVENUE MARQUETTE, MI 49855		WILLY WILDCAT 1401 PRESQUE ISLE AVENUE MARQUETTE, MI 48823	
License Fee: 88.00		License Fee: 88.00	
12212005 X4 S355 263 0789 88.00		12212005 X4 S355 263 0789 88.00	
TR-1L		TR-1L	

Michigan Registration (Commercial)

MICHIGAN REGISTRATION	TERRI LYNN LAND Secretary of State	MICHIGAN REGISTRATION	TERRI LYNN LAND Secretary of State
Plate: 1234AB	Expires: 12/22/2006	Plate: 1234AB	Expires: 12/22/2006
2003 VOLVO DUMP		2003 VOLVO DUMP	
Vehicle No.: 4VNEDIQG6N879783C	Fee Cat. or Wt.: 072000 County: INGHAM	Vehicle No.: 4VNEDIQG6N879783C	Fee Cat. or Wt.: 072000 County: INGHAM
LAKERS SNOW REMOVAL , INC 2000 ARBUCKLE CT SAULT STE MARIE, MI 49783		LAKERS SNOW REMOVAL, INC 2000 ARBUCKLE CT SAULT STE MARIE, MI 49783	
License Fee: 1529.00		License Fee: 1529.00	
12212005 X4 S355 263 0789 1529.00		12212005 X4 S355 263 0789 1529.00	
TR-1L		TR-1L	

*Do NOT confuse the weight category on a commercial vehicle registration with the GVWR of the vehicle. The weight category on a commercial vehicle registration designates the total amount of weight a truck can weigh *including cargo*. You must always use the manufacturer's *vehicle data plate* or the *tire ratings* to determine a commercial vehicle's GVWR.

Motorcycles do not require a valid registration for a skills test as long as it has a valid license plate. Any motorcycle that does not have a valid license plate cannot be used for a skills test. A vehicle displaying a valid dealer plate can be used for a skills test with a letter from the dealer. Rental vehicles only need a copy of the contract.

SAMPLES OF INSURANCE CARDS

CERTIFICATE OF INSURANCE

AUTO CLUB GROUP
INSURANCE COMPANY



POLICY NUMBER
5-65784233-28-474

POLICY TERM
05-01-06 – 05-01-07

06 SATURN
EP215485465323297

TYPE OF INSURANCE
CERTIFIED:
NO-FAULT

PRINCIPAL NAMED INSURED

JOHN WARRIOR

WARNING: When a named excluded person operates a vehicle all liability coverage is void-no on is insured. Owners of the vehicle and others legally responsible for the acts of the named excluded person remain fully personally liable.

NOTICE: Any Bodily Injury Liability, Uninsured Motorists, Comprehensive Collision, Car Rental, And Electronic Equipment Coverage provided by this policy is **VOID** when a vehicle is operated by a person named on the Declaration Certificate as an excluded driver.

CERTIFICATE OF NO FAULT INSURANCE • STATE OF MICHIGAN

State Farm Mutual Automobile Insurance Company

An authorized Michigan Insurer, certifies that it has issued a policy complying with Act 294, P. A. 1972, as amended for the described motor vehicle.

INSURED

JOHN WARRIOR
5057 WOODWARD
DETROIT, MI 48202

MUTL

VOL

POLICY NUMBER 52 MZ 693258

EFFECTIVE DATE 10-16-05 EXPIRATION DATE 10-16-06
YR 2006 MAKE SATURN VIN EP215485465323297

AGENT TOM TARTAR

**KEEP THIS CERTIFICATE
IN YOUR VEHICLE**

PHONE 313-555-0000

**SEE INFORMATION ON PENALTY
FOR OPERATION WITHOUT INSURANCE
ON REVERSE SIDE**

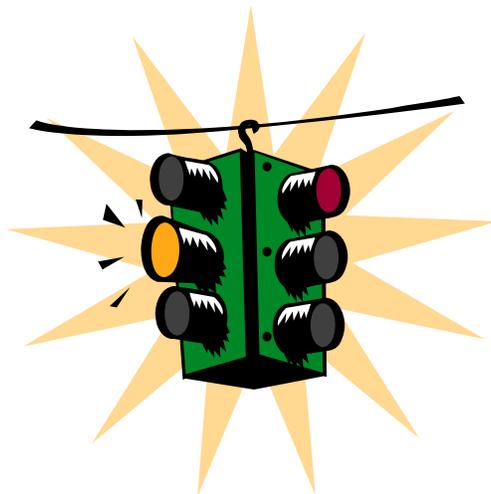
**SEE REVERSE SIDE
FOR EXPIRATION DATE
INFORMATION**

APPENDIX D-5

DIRECTIONAL CUE CARDS FOR HEARING IMPAIRED APPLICANTS

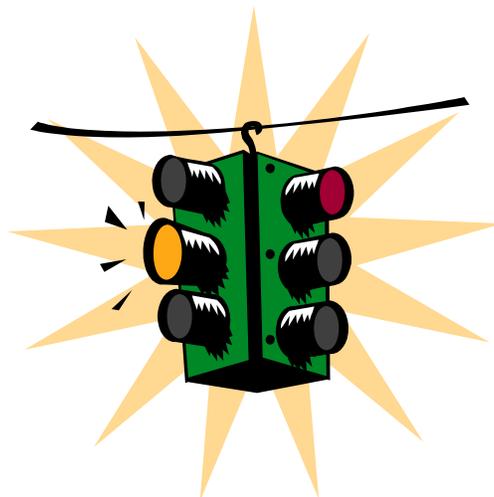
These are provided as samples. Organizations and examiners are encouraged to

STOP



LEFT





RIGHT



NEXT STREET,
TURN RIGHT



NEXT STREET,
TURN LEFT



CHANGE LANES RIGHT



CHANGE LANES
LEFT



TAKE

NEXT

EXIT

ENTER
EXPRESSWAY
WEST

ENTER
EXPRESSWAY
EAST

ENTER
EXPRESSWAY
SOUTH

ENTER
EXPRESSWAY
NORTH

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APPENDIX D-6 ISSUING AND REMOVING RESTRICTIONS ON SKILLS TEST CERTIFICATES

Driver Skills Test Certificate – Automobile (No Restrictions)

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE			
Applicant: <u>John Spartan</u>			
Driver License No.: <u>S 881 265 004 946</u>		Test Date: <u>3-1-06</u>	
TEST VEHICLE DESCRIPTION			
Choose only one <input checked="" type="checkbox"/> Automobile <input type="checkbox"/> Motorcycle <input type="checkbox"/> CDL Vehicle	CDL Vehicle Description Power Unit GVWR <u>None</u> Trailer GVWR <u>None</u>	Air brakes Bus	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
COMMERCIAL DRIVER LICENSE ELIGIBILITY		DRIVER LICENSE RESTRICTIONS	
<input checked="" type="checkbox"/> No CDL <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Checked Below	<input type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input type="checkbox"/> Other:	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> H - Hazardous Materials <input type="checkbox"/> N - Tank Vehicles <input type="checkbox"/> P - Passenger Vehicles <input type="checkbox"/> S - School Bus <input type="checkbox"/> T - Double/Triple Trailers	<input type="checkbox"/> Other:		
Final License: <u>Passed auto skills test - no restrictions</u>			
<small>Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 or any) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.</small>			
Examiner Signature: <u>John Examiner</u>		Examiner No.: <u>5006</u> Org. No.: <u>500</u>	
<small>Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles), on-street driving. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 or any) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering or promising any gift or gratuity with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a certificate or other document issued by the examining officer is guilty of a felony.</small>			
Applicant Signature: <u>John Spartan</u>			
<small>THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.</small>			
<small>TFP-010 (03/2006)</small>		<small>www.Michigan.gov/soi</small>	
		Skills Test No.: K999999	

Driver Skills Test Certificate – Automobile (Restricted)

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE			
Applicant: <u>John Spartan</u>			
Driver License No.: <u>S 881 265 004 946</u>		Test Date: <u>3-1-06</u>	
TEST VEHICLE DESCRIPTION			
Choose only one <input checked="" type="checkbox"/> Automobile <input type="checkbox"/> Motorcycle <input type="checkbox"/> CDL Vehicle	CDL Vehicle Description Power Unit GVWR <u>None</u> Trailer GVWR <u>None</u>	Air brakes Bus	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
COMMERCIAL DRIVER LICENSE ELIGIBILITY		DRIVER LICENSE RESTRICTIONS	
<input checked="" type="checkbox"/> No CDL <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Checked Below	<input type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input checked="" type="checkbox"/> Other: <u>(10) Hand Controls</u>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> H - Hazardous Materials <input type="checkbox"/> N - Tank Vehicles <input type="checkbox"/> P - Passenger Vehicles <input type="checkbox"/> S - School Bus <input type="checkbox"/> T - Double/Triple Trailers	<input type="checkbox"/> Other:		
Final License: <u>Passed auto skills test w/ some 10 restriction</u>			
<small>Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 or any) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.</small>			
Examiner Signature: <u>John Examiner</u>		Examiner No.: <u>5006</u> Org. No.: <u>500</u>	
<small>Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles), on-street driving. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 or any) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering or promising any gift or gratuity with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a certificate or other document issued by the examining officer is guilty of a felony.</small>			
Applicant Signature: <u>John Spartan</u>			
<small>THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.</small>			
<small>TFP-010 (03/2006)</small>		<small>www.Michigan.gov/soi</small>	
		Skills Test No.: K999999	

Driver Skills Test Certificate – CDL (No Restrictions)

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE			
Applicant: <u>John Sparten</u>			
Driver License No.: <u>S 881 265 004 946</u>		Test Date: <u>3-1-06</u>	
TEST VEHICLE DESCRIPTION			
Choose only one <input type="checkbox"/> Automobile <input type="checkbox"/> Motorcycle <input checked="" type="checkbox"/> CDL Vehicle	CDL Vehicle Description Power Unit GVWR <u>25000</u> Trailer GVWR _____	Yes <input checked="" type="checkbox"/> Air brakes <input checked="" type="checkbox"/> Bus	No <input type="checkbox"/> <input type="checkbox"/>
COMMERCIAL DRIVER LICENSE ELIGIBILITY		DRIVER LICENSE RESTRICTIONS	
<input type="checkbox"/> No CDL A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> Yes No <input type="checkbox"/> H - Hazardous Materials <input checked="" type="checkbox"/> N - Tank Vehicles <input checked="" type="checkbox"/> P - Passenger Vehicles <input type="checkbox"/> S - School Bus <input checked="" type="checkbox"/> T - Double/Triple Trailers		<input checked="" type="checkbox"/> None <input type="checkbox"/> Checked Below <input type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input type="checkbox"/> Other: _____	
Final License: <u>Group B - P, S no restrictions</u>			
<small>Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way, changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.</small>			
Examiner Signature: <u>John Examiner</u>		Examiner No.: <u>5000</u> Org. No.: <u>500</u>	
<small>Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles) on-street driving. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering or promising any gift or gratuity, with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a satisfactory completion of the skills test certificate issued by the examining officer is guilty of a felony.</small>			
Applicant Signature: <u>John Sparten</u>			
<small>THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.</small>			
TPT-010 (03/2006)		www.Michigan.gov/sos Skills Test No.: K999999	

Driver Skills Test Certificate- CDL Passenger Bus
(Restricted)

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE			
Applicant: <u>John Sparten</u>			
Driver License No.: <u>S 881 265 004 946</u>		Test Date: <u>3-1-06</u>	
TEST VEHICLE DESCRIPTION			
Choose only one <input type="checkbox"/> Automobile <input type="checkbox"/> Motorcycle <input checked="" type="checkbox"/> CDL Vehicle	CDL Vehicle Description Power Unit GVWR <u>28500</u> Trailer GVWR _____	Yes <input type="checkbox"/> Air brakes <input checked="" type="checkbox"/> Bus	No <input checked="" type="checkbox"/> <input type="checkbox"/>
COMMERCIAL DRIVER LICENSE ELIGIBILITY		DRIVER LICENSE RESTRICTIONS	
<input type="checkbox"/> No CDL A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> Yes No <input type="checkbox"/> H - Hazardous Materials <input checked="" type="checkbox"/> N - Tank Vehicles <input checked="" type="checkbox"/> P - Passenger Vehicles <input type="checkbox"/> S - School Bus <input checked="" type="checkbox"/> T - Double/Triple Trailers		<input type="checkbox"/> None <input checked="" type="checkbox"/> Checked Below <input checked="" type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input checked="" type="checkbox"/> Other: <u>(17) corrective lens</u>	
Final License: <u>Group B - P w/ restrictions (28) and (17)</u>			
<small>Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way, changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.</small>			
Examiner Signature: <u>John Examiner</u>		Examiner No.: <u>5000</u> Org. No.: <u>500</u>	
<small>Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles) on-street driving. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering or promising any gift or gratuity, with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a satisfactory completion of the skills test certificate issued by the examining officer is guilty of a felony.</small>			
Applicant Signature: <u>John Sparten</u>			
<small>THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.</small>			
TPT-010 (03/2006)		www.Michigan.gov/sos Skills Test No.: K999999	

Driver Skills Test Certificate – Group Upgrade to A from B-PS (Restricted)

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE			
Applicant: <u>John Spartan</u>		Test Date: <u>3-1-06</u>	
Driver License No.: <u>S 881 265 004 946</u>			
TEST VEHICLE DESCRIPTION			
Choose only one <input type="checkbox"/> Automobile <input type="checkbox"/> Motorcycle <input checked="" type="checkbox"/> CDL Vehicle	CDL Vehicle Description Power Unit GVWR <u>25500</u> Air brakes <input checked="" type="checkbox"/> Trailer GVWR <u>17500</u> Bus <input checked="" type="checkbox"/>	Yes	No
COMMERCIAL DRIVER LICENSE ELIGIBILITY		DRIVER LICENSE RESTRICTIONS	
<input type="checkbox"/> No CDL <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> H - Hazardous Materials <input type="checkbox"/> <input checked="" type="checkbox"/> N - Tank Vehicles <input type="checkbox"/> <input checked="" type="checkbox"/> P - Passenger Vehicles <input type="checkbox"/> <input checked="" type="checkbox"/> S - School Bus <input type="checkbox"/> <input checked="" type="checkbox"/> T - Double/Triple Trailers	<input type="checkbox"/> None <input checked="" type="checkbox"/> Checked Below <input checked="" type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input checked="" type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input type="checkbox"/> Other:		
Final License: <u>Group A - P, S w/ code 29 restriction</u>			
<small>Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.</small>			
Examiner Signature: _____		Examiner No.: _____ Org. No.: _____	
<small>Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles), on-street driving. I understand a false certification when applying for a driver license is a crime. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering or promising any gift or gratuity with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a satisfactorily completed driving skills test certification issued by the examining officer is guilty of a felony.</small>			
Applicant Signature: _____			
THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.			
TPT-010 (03/2006)		Skills Test No.: K999999	

Driver Skills Test Certificate – Adding CY to Base Operator (Unrestricted)

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE			
Applicant: <u>John Spartan</u>		Test Date: <u>3-1-06</u>	
Driver License No.: <u>S 881 265 004 946</u>			
TEST VEHICLE DESCRIPTION			
Choose only one <input type="checkbox"/> Automobile <input checked="" type="checkbox"/> Motorcycle <input type="checkbox"/> CDL Vehicle	CDL Vehicle Description Power Unit GVWR <u>None</u> Air brakes <input type="checkbox"/> Trailer GVWR <u>None</u> Bus <input checked="" type="checkbox"/>	Yes	No
COMMERCIAL DRIVER LICENSE ELIGIBILITY		DRIVER LICENSE RESTRICTIONS	
<input checked="" type="checkbox"/> No CDL <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> H - Hazardous Materials <input type="checkbox"/> <input checked="" type="checkbox"/> N - Tank Vehicles <input type="checkbox"/> <input checked="" type="checkbox"/> P - Passenger Vehicles <input type="checkbox"/> <input checked="" type="checkbox"/> S - School Bus <input type="checkbox"/> <input checked="" type="checkbox"/> T - Double/Triple Trailers	<input checked="" type="checkbox"/> None <input type="checkbox"/> Checked Below <input type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input type="checkbox"/> Other:		
Final License: <u>Add CY motorcycle endorsement</u>			
<small>Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.</small>			
Examiner Signature: <u>John E. Examiner</u>		Examiner No.: <u>5000</u> Org. No.: <u>500</u>	
<small>Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles), on-street driving. I understand a false certification when applying for a driver license is a crime. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering or promising any gift or gratuity with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a satisfactorily completed driving skills test certification issued by the examining officer is guilty of a felony.</small>			
Applicant Signature: <u>John Spartan</u>			
THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.			
TPT-010 (03/2006)		Skills Test No.: K999999	

Driver Skills Test Certificate – Adding CY to Base Operator (Restricted)

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE					
Applicant: <u>John Spartan</u>					
Driver License No.: <u>S 881 265 004 946</u>			Test Date: <u>3-1-06</u>		
TEST VEHICLE DESCRIPTION					
Choose only one <input type="checkbox"/> Automobile <input checked="" type="checkbox"/> Motorcycle <input type="checkbox"/> CDL Vehicle	CDL Vehicle Description				
	Power Unit GVWR	<u>None</u>	Air brakes	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Trailer GVWR	<u>None</u>	Bus	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
COMMERCIAL DRIVER LICENSE ELIGIBILITY			DRIVER LICENSE RESTRICTIONS		
<input checked="" type="checkbox"/> No CDL A <input type="checkbox"/> B <input type="checkbox"/> C Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> H - Hazardous Materials <input type="checkbox"/> <input checked="" type="checkbox"/> N - Tank Vehicles <input type="checkbox"/> <input checked="" type="checkbox"/> P - Passenger Vehicles <input type="checkbox"/> <input checked="" type="checkbox"/> S - School Bus <input type="checkbox"/> <input checked="" type="checkbox"/> T - Double/Triple Trailers			<input type="checkbox"/> None <input type="checkbox"/> Checked Below <input type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input checked="" type="checkbox"/> Other: <u>(20) Not valid for 2 wheel cycle.</u>		
Final License: <u>Add CY motorcycle endorsement w/ code 20 restriction</u>					
<small>Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.</small>					
Examiner Signature: <u>John Examiner</u>			Examiner No.: <u>5000</u> Org. No.: <u>500</u>		
<small>Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles), on-street driving. I understand a false certification when applying for a driver license is a crime. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering or promising any gift or gratuity with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a satisfactorily completed driver skills test certificate issued by the examining officer is guilty of a felony.</small>					
Applicant Signature: <u>John Spartan</u>					
THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.					
TPT-010 (03/2006)		www.Michigan.gov/soa		Skills Test No.: K999999	

Driver Skills Test Certificate – Removing a CY Restriction

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE					
Applicant: <u>John Spartan</u>					
Driver License No.: <u>S 881 265 004 946</u>			Test Date: <u>3-1-06</u>		
TEST VEHICLE DESCRIPTION					
Choose only one <input type="checkbox"/> Automobile <input checked="" type="checkbox"/> Motorcycle <input type="checkbox"/> CDL Vehicle	CDL Vehicle Description				
	Power Unit GVWR	<u>None</u>	Air brakes	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Trailer GVWR	<u>None</u>	Bus	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
COMMERCIAL DRIVER LICENSE ELIGIBILITY			DRIVER LICENSE RESTRICTIONS		
<input checked="" type="checkbox"/> No CDL A <input type="checkbox"/> B <input type="checkbox"/> C Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> H - Hazardous Materials <input type="checkbox"/> <input checked="" type="checkbox"/> N - Tank Vehicles <input type="checkbox"/> <input checked="" type="checkbox"/> P - Passenger Vehicles <input type="checkbox"/> <input checked="" type="checkbox"/> S - School Bus <input type="checkbox"/> <input checked="" type="checkbox"/> T - Double/Triple Trailers			<input checked="" type="checkbox"/> None <input type="checkbox"/> Checked Below <input type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input type="checkbox"/> Other:		
Final License: <u>CY endorsement - remove code 20 restriction</u>					
<small>Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.</small>					
Examiner Signature: <u>John Examiner</u>			Examiner No.: <u>5000</u> Org. No.: <u>500</u>		
<small>Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles), on-street driving. I understand a false certification when applying for a driver license is a crime. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering or promising any gift or gratuity with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a satisfactorily completed driver skills test certificate issued by the examining officer is guilty of a felony.</small>					
Applicant Signature: <u>John Spartan</u>					
THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.					
TPT-010 (03/2006)		www.Michigan.gov/soa		Skills Test No.: K999999	

Driver Skills Test Certificate – Adding CY to Base Chauffeur CDL

Michigan Department of State DRIVER SKILLS TEST CERTIFICATE			
Applicant: <u>John Spartan</u>			
Driver License No.: <u>S 881 265 004 946</u>		Test Date: <u>3-1-06</u>	
TEST VEHICLE DESCRIPTION			
Choose only one <input type="checkbox"/> Automobile <input checked="" type="checkbox"/> Motorcycle <input type="checkbox"/> CDL Vehicle	CDL Vehicle Description Power Unit GVWR <u>None</u> Trailer GVWR <u>None</u>	Air brakes Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Bus Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
COMMERCIAL DRIVER LICENSE ELIGIBILITY		DRIVER LICENSE RESTRICTIONS	
<input type="checkbox"/> No CDL <input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> H - Hazardous Materials <input type="checkbox"/> <input checked="" type="checkbox"/> N - Tank Vehicles <input checked="" type="checkbox"/> <input type="checkbox"/> P - Passenger Vehicles <input checked="" type="checkbox"/> <input type="checkbox"/> S - School Bus <input checked="" type="checkbox"/> <input type="checkbox"/> T - Double/Triple Trailers	<input checked="" type="checkbox"/> None <input type="checkbox"/> Checked Below <input type="checkbox"/> (28) CDL not valid for vehicle with air brakes <input type="checkbox"/> (29) CDL P or S endorsement valid in Group B or C vehicle only <input type="checkbox"/> (30) CDL P or S endorsement valid in Group C vehicle only <input type="checkbox"/> Other:		
Final License: <u>Add CY endorsement to CDL B-PS</u>			
Examiner: I certify that on the date shown above, I administered a driver skills test to the above Applicant according to Michigan Department of State standards. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) an examining officer designated by the secretary of state who conducts a driving skills test and who varies from, shortens, or in any other way changes the method or examination criteria prescribed to be followed in conducting a driving skills test is guilty of a felony.			
Examiner Signature: <u>John Examiner</u>		Examiner No.: <u>5000</u> Org. No.: <u>500</u>	
Applicant: I certify that on the date shown above, I completed a driver skills test given by the above Examiner that included a vehicle inspection, off-road maneuvers and (excepting motorcycles), on-street driving. I understand a false certification when applying for a driver license is a crime. I understand that according to the Michigan Vehicle Code (1949 P.A. 300, MCL 257.1 et seq.) a person who corrupts or attempts to corrupt an examining officer designated by the secretary of state by giving, offering, or promising any gift or gratuity with the intent to influence the opinion or decision of the examining officer conducting the test or who forges, counterfeits, or alters a satisfactorily completed driving skills test certification issued by the examining officer is guilty of a felony.			
Applicant Signature: <u>John Spartan</u>			
THIS IS NOT A LICENSE. Present this certificate at any Michigan Secretary of State branch office as evidence of passing your driver skills test. This certificate is valid for one year from date issued.			
TPT-010 (03/2006)	www.Michigan.gov/so5	Skills Test No.: K999999	

APPENDIX D-6A EXPIRATION OF DRIVER SKILLS TEST CERTIFICATES

The validity period for *Driver Skills Test Certificate* (IPT-010) was shortened to 60 days in anticipation of technology upgrades to the department's driver license issuance process. ExpressSOS was introduced, but the changes associated with the skills test certificates have been tentatively rescheduled for a later date.

Until the tentative status of that date is changed to definite, the department has decided to return to a one-year validity period for driver skills test certificates.

ENTERING THE EXPIRATION DATE ON A CERTIFICATE

The latest printing of certificates has a blank area for the examiner to enter the expiration date. The examiner should write in a date one year from the date of issuance (Figure 1).



Figure 1. Example of skills test certificate issued on August 1, 2012 and expiring one year from date of issuance.

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**APPENDIX D-7
MICHIGAN DRIVER LICENSE RESTRICTION CODES**

The following list identifies the most common driver license restrictions. Third party examiners may only add or remove restriction codes with an asterisk (*):

CODE	MICHIGAN DRIVER LICENSE RESTRICTIONS
01*	Artificial Arm
02*	Artificial Arms
03*	Artificial Leg
04*	Artificial Legs
05*	Special Steering Knob
06*	Turn Signal Extension
07*	Power Steering
08*	Cushions
09*	Foot Pedal Extension
10*	All Hand Controls
11*	Hand Operated Headlight Beam Switch
12*	Hand Operated Brake
13*	Hand Operated Clutch
14*	Automatic Transmission
15*	Accelerator on Left Side
16	Non-Coded Restrictions
17	Corrective Lens
18*	R Outside Mirror
19	Corrective Lens & Verify Restrictions on Record
20*	Not Valid for 2-Wheel Cycle
21*	Steering Knob Power Steering
22*	Power Brakes
23	Telescopic Lens
24*	Electric Turn Signals
25*	Hand Operated Accelerator
26	No Alcohol Usage Before Driving
27	Emancipated Minor
28*	CDL not Valid for Vehicles with Air Brakes
29*	CDL-P Endorsement Valid in Group B or C Vehicle only
30*	CDL-P Endorsement Valid in Group C vehicle Only
31	Daylight Driving Only
32	Designated Radius
34	No Expressway Driving
37	See MDR For Restriction Specifics
39	Tinted Windows
40	Full Moped Privileges

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**APPENDIX D-8
DI-159 AUTHORIZATION FOR LICENSE APPLICATION**

**DRIVER ASSESSMENT AND APPEAL DIVISION
AUTHORIZATION FOR LICENSE APPLICATION**

Petitioner
000 Main St
Farmington Hills MI 48336

License Number: P-000-000-000-000
Birth Date: 03/05/1960
Expiration Date: 2007

Department of State action of revoked/denied from 02/18/1999 has been modified and a restricted license is approved from 05/18/2006 through indefinite.

ANY ALCOHOL/DRUG RELATED ACTIVITY; ORIGINAL ACTION TO BE REINSTATED. LICENSEE SHALL NOT CONSUME INTOXICANTS. MAY DRIVE TO AND FROM RESIDENCE AND EMPLOYMENT, DURING EMPLOYMENT, TO TRTMENT AND/OR SUPPORT GROUP MTGS, TO REGULARLY SCHEDULED TRTMENT FOR SERIOUS MEDICAL CONDITION, TO PROBATION, COMMUNITY SERVICE AND SCHOOL, MUST CARRY PROOF OF DESTINATIONS AND HOURS; MAY ONLY OPERATE VEHICLE EQUIPPED WITH INTERLOCK DEVICE; MAY DRIVE TO AND FROM CALIBRATION; ORIGINAL ACTION TO BE REINSTATED UPON VIOLATION;IGNITION INTERLOCK REQUIRED FOR ONE YEAR FROM DATE OF RESTRICTION; SAFETY BELT USE REQUIRED.#####

REQUIREMENTS:

YOU MUST APPEAR AT A SECRETARY OF STATE BRANCH OFFICE TO COMPLY WITH THE FOLLOWING:

- **MUST SHOW PROOF OF INSTALLATION OF IGNITION INTERLOCK SYSTEM**
- **VISION TEST REQUIRED**
- **KNOWLEDGE TEST REQUIRED**
- **ROAD TEST REQUIRED. (TIP may be issued only for third party road testing.)**
- **PETITIONER MUST PRESENT THIS FORM TO A SECRETARY OF STATE BRANCH OFFICE TO RENEW OPERATING PRIVILEGES WITH THE RESTRICTIONS**
- **FOLLOW BRANCH OFFICE PROCEDURES**

***** IMPORTANT: Please take this authorization to any Branch Office of the Secretary of State for Processing. *****

Date: September 14, 2007

Authorized by:



DLAD Hearing Officer: B. Kay Lanier-Jones

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