

# Appendix A

## Applying for a Commercial Driver License

Michigan Department of State  
**Commercial Driver's License Certification**

Full name: (Please Print)	
Driver's license number:	Date of birth:

**I am applying for the following commercial driver's License:**

**CDL Group Designation:** (Choose only one) See reverse side for description of CDL group designations.

GROUP A                       GROUP B                       GROUP C

**CDL Endorsements:** (Choose as many as you need) See reverse side for description of CDL endorsements.

H-HAZARDOUS MATERIALS     N-TANK VEHICLE     P-PASSENGER VEHICLES\*     S-SCHOOL BUS     T-DOUBLE/TRIPLE TRAILERS

\*What type of vehicle do you drive when operating a vehicle requiring a passenger endorsement? Select one.     GROUP A     GROUP B     GROUP C

**Certify as to the type of commercial motor vehicle driving you will do as required in 49 CFR Parts 383 and 391.** (Choose only one type. See the reverse side for more information about driving types.)

I will operate, or expect to operate, a vehicle used in the following manner:

**Non-excepted interstate** - I will operate a commercial motor vehicle outside of Michigan and am legally required to have a medical certificate. (You also must provide a medical certificate.)  
 **Excepted interstate** - I will operate a commercial motor vehicle outside of Michigan, only for an excepted purpose and am not legally required to have a medical certificate.  
 **Non-excepted intrastate** - I will operate a commercial motor vehicle only within Michigan (intrastate commerce) and am legally required to have a medical certificate.  
 **Excepted intrastate** - I will operate a commercial motor vehicle only within Michigan for an excepted purpose and am not legally required to have a medical certificate.

**CDL Restrictions:** (Choose only one)

The vehicle I will operate is:                       Equipped with air brakes                       Not equipped with air brakes (Restriction Code L)

Please answer all of the following questions. Your driving record will be verified before you take any test. A starred (\*) response to one or more of these questions will disqualify you from obtaining a CDL.

1. Do you reside at a permanent Michigan address with the intention of remaining in Michigan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Do you have a driver's license from more than one state? (Section 257.301 of the Michigan Vehicle Code and 49 CFR 383.21 of the Federal Safety Rules prohibit drivers from having more than one driver's license.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are you currently disqualified or suspended from operating commercial motor vehicles in Michigan or any state?	* <input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Is your driving privilege currently suspended, revoked, denied or canceled in Michigan or any state?	* <input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unless exempt under the Federal Motor Carrier Safety Administration (FMCSA) rules, do you meet the driver qualification standards to operate a commercial motor vehicle as stated in 49 CFR Part 391? If yes, you should have a valid Medical Examiner's Certificate (also known as a DOT card) and a valid FMCSA Skills Performance Evaluation as needed.	<input type="checkbox"/> Yes	* <input type="checkbox"/> No
6. Unless exempt under the FMCSA rules, which includes operating a bus for a public transit agency, do you meet the qualification standards to operate a commercial motor vehicle under the Michigan Motor Carrier Safety Act (1963 PA 181) or Michigan Pupil Transportation Act (1990 PA 187)? If yes, you should have either a valid Michigan Motor Carrier Waiver or a valid Medical Examiner's Certificate (also known as a DOT card) if under the MI Pupil Transportation Act.	<input type="checkbox"/> Yes	* <input type="checkbox"/> No
7. If required, is the vehicle you will use for the CDL skills test representative of the vehicle that you will operate once licensed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. As required by the Federal Motor Carrier Safety Regulations, Part 383, section 73, please list any state where you held a license within the last 10 years.		
9. As required by the Federal Motor Carrier Safety Regulations, Part 383.71, can you present proof of U.S. citizenship or legal presence to obtain a CDL? Acceptable documents are annotated by (*) below.	<input type="checkbox"/> Yes	* <input type="checkbox"/> No
10. As required by the Federal Motor Carrier Safety Regulations, Part 383.71, can you present proof of U.S. citizenship or Lawful Permanent Resident Status to obtain a Hazmat Endorsement? If no, Hazmat Endorsement cannot be issued.	<input type="checkbox"/> Yes	No

**Department of State use only (Circle document type presented)**

<p><b>Acceptable Proof of U.S. Citizenship:</b></p> <ul style="list-style-type: none"> <li>• Unexpired U.S. passport or passport card</li> <li>• Original or certified copy of birth certificate issued by a state, county, municipal authority, or outlying possession of the U.S. bearing an official seal.</li> <li>• Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545)</li> <li>• Certificate of Naturalization (N-550, N-570 or N-578)</li> <li>• Certificate of U.S. Citizenship (N-560 or N-561)</li> </ul>	<p><b>Acceptable Proof of Legal Presence for Non-U.S. Citizenship:</b></p> <ul style="list-style-type: none"> <li>• Valid, unexpired Permanent Resident Card, issued by USCIS or INS.</li> <li>• Foreign unexpired passport with Machine Readable Immigrant visa with Temporary I-551 Language</li> <li>• Temporary I-551 stamp in valid unexpired Foreign passport or passport card</li> <li>• Employment Authorization Card (I-766) (unexpired)</li> <li>• Refugee Travel Document (I-571) (valid, unexpired) with stamped I-94</li> <li>• Foreign passport (unexpired) with an I-94 Arrival/Departure form</li> <li>• Foreign passport (unexpired) with an admission stamp and U.S. visa</li> <li>• Approved U.S. Department of Labor Certification with Foreign Passport (unexpired) with a port-of-entry stamp or U.S. visa (unexpired)</li> <li>• Currently expired USCIS documents accompanied by an I-797 receipt showing a request in process to extend or adjust status may be accepted if the adjustment or change in status can be verified by SAVE.</li> </ul>
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I certify the information disclosed on this form is true. I understand making a false statement when applying for a driver's license is a felony.

Signature: X Date:

**CDL GROUP DESIGNATIONS**

GROUP A	GROUP B	GROUP C
A vehicle towing a vehicle or trailer with a gross vehicle weight rating (GVWR) of 10,001 pounds or more when the gross combination weight rating (GCWR) is 26,001 pounds or more	A vehicle with a GVWR of 26,001 pounds or more.  The Group B allows for towing trailers or other vehicles with a GVWR of 10,000 pounds or less.	Any single vehicle, or combination of vehicles, that meets neither the definition of Group A nor that of Group B, but is either designed to transport 16 or more passengers including the driver, or is used in the transportation of materials found to be hazardous and require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

**CDL Endorsements**

<b>H – Hazardous Materials</b>	Needed to carry hazardous materials in amounts requiring a placard or any quantity of material listed as a select agent or toxin in 42 CFR part 73.
<b>N – Tank Vehicles</b>	Needed to haul liquids or liquefied gases in permanently mounted cargo tanks rated at 119 gallons or more or portable cargo tanks rate at 1,000 gallons or more.
<b>P – Passenger Vehicles</b>	Needed to operate any vehicle designed to transport 16 passengers or more, including the driver.
<b>S – School Bus</b>	Needed to operate any commercial motor vehicle used to transport pre-primary, primary, or secondary school students from home to school, school to home or to and from school sponsored events.
<b>T – Double/Triple Trailers</b>	Needed when towing two or more trailers with a single power unit.

**Driving Types**

<p><b>Non-excepted interstate.</b> Operates a commercial motor vehicle outside of Michigan and must provide a legible copy to the Secretary of State of one of the following medical certification documents:</p> <ul style="list-style-type: none"> <li>• A completed Medical Examiner’s Certificate signed by a medical professional who is registered with the National Registry of Certified Medical Examiners (NRCME).</li> <li>• If your medical certificate indicates that your CDL driving privilege must be accompanied by an FMCSA Skills Performance Evaluation and/or an FMCSA waiver/exemption, then you must carry this documentation with you, along with your medical certificate, while operating a commercial motor vehicle.</li> </ul> <p><b>Note:</b> Transportation with a commercial motor vehicle within state lines is considered interstate commerce if the origin and/or destination of the load crosses state lines.</p>
<p><b>Excepted interstate.</b> Operates a commercial motor vehicle outside of Michigan, only for “excepted” purposes listed below.</p> <p><b>Note:</b> Transportation with a commercial motor vehicle within state lines is considered interstate commerce if the origin and/or destination of the load crosses state lines.</p> <p>Excepted Interstate Purposes:</p> <ul style="list-style-type: none"> <li>• 49 CFR §390.3(f): State and federal transportation, occasional transportation of personal property not for compensation, transportation of human corpses or sick/injured persons, fire trucks and rescue vehicles, commercial vehicles designed or used to transport between 9 and 15 passengers (including the driver) transportation of propane winter heating fuel.</li> <li>• 49 CFR §391.2: Farm custom operations, apiarian industries (beekeepers seasonally transporting bees) certain farm vehicle drivers.</li> <li>• 49 CFR §391.68: Private motor carrier of passengers (non-business).</li> <li>• 49 CFR §398.3: Driver of migrant workers.</li> </ul>
<p><b>Non-excepted intrastate.</b> Operates a commercial motor vehicle only within Michigan. The K restriction (intrastate only) will display on your commercial driver’s license. Your medical certificate doesn’t have to be provided to the Secretary of State, however, it must be in your possession when operating your commercial motor vehicle. If your medical certificate must be accompanied by a Michigan Motor carrier waiver, then this documentation must be in your possession, along with your medical certificate, while operating your commercial motor vehicle.</p>
<p><b>Excepted intrastate.</b> Operates a commercial motor vehicle within Michigan only for an excepted purpose listed below. The K restriction (intrastate only) will display on your commercial driver’s license.</p> <p>Excepted Intrastate Purpose:</p> <ul style="list-style-type: none"> <li>• MCL 480.15(2)-(5): A self-propelled implement of husbandry or an implement of husbandry being drawn by a farm tractor or another implement of husbandry, public utility, telephone, and cable television company service vehicles that don’t meet the definition of a commercial motor vehicle in 49 CFR part 383, a public utility service vehicle used in cases of emergency.</li> </ul>

# Applying for a license or ID card?

To ensure a smooth application process, follow these instructions.

Secretary of State  
Jocelyn Benson  
Michigan.gov/SOS



## Do you have the correct documents?

Make sure you have the correct documents before visiting a Secretary of State office. If you have any questions about what is required, call the Department of State Information Center at 888-SOS-MICH (767-6424).

## Documents will be reviewed

All documents are subject to review and may require more than one day for approvals. Additional information may be required. The department may retain images or copies of any document presented.

## Name changes and date of birth

Your first and last name and date of birth on your legal presence and identity documents should match.

If your legal name is different from what is on your birth certificate or legal presence document, you must show official proof of the name change, such as an original marriage certificate, a certified divorce decree or a court order.

**Note:** More than one name-change document may be required if your name has changed more than once.

## Original documents only – no faxes or photocopies

Documents must be originals. Faxes and photocopies won't be accepted.

## Foreign documents

Foreign documents must be translated.

## Foreign driver's licenses

An International Driving Permit or an English translation must be provided. Foreign driver's licenses are proof of driving experience only and can't be used as proof of legal presence or identity.

## Documents I need to bring:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## 1. Proof of Social Security Number Present one document

- Social Security card
- W-2 Form
- SSA 1099 form or non-SSA 1099 form
- Pay stub containing your name and Social Security number
- SSA-1676 letter of ineligibility from the Social Security Administration. These must be presented with USCIS documents that show non-work authorized status. Letters more than one year old will not be accepted.

**Note:** If you are unable to provide one of the above documents, other documents that show your Social Security number may be presented but will require review by the branch manager. Social Security number information will be verified.

Photocopies of any documents used to show proof of a valid Social Security number **will be accepted.**

You may be required to correct your information with the Social Security Administration before your driver's license or ID card application can be processed.

## 2. Proof of legal presence Present at least one document

- Valid, unexpired U.S. passport or passport card
- Certified birth certificate with stamp or raised seal issued by a U.S. government unit or U.S. territory government office. (**Note:** Puerto Rican birth certificates are accepted only if issued on or after July 1, 2010)
- Michigan enhanced driver's license or ID card
- Consular Report of Birth Abroad issued by the U.S. State Department (FS-240, DS-1350 or FS-545)

*(The following may be verified by the Systematic Alien Verification for Entitlements System)*

- Certificate of Citizenship (N-560 or N-561)
- Certificate of Naturalization (N-550, N-570 or N-578)
- Valid, unexpired Permanent Resident Card (I-551) or other evidence of permanent residency (I-551 visa/stamp in passport or on I-94)
- Valid Employment Authorization Document (I-766)
- Valid, unexpired foreign passport with U.S. visa, along with evidence of entry (I-94 stamp or printout):
  - ◊ F-visa holders must present Form I-20
  - ◊ J-visa holders must present Form DS-2019
  - ◊ B1 and B2 visas aren't acceptable
  - ◊ WB and WT visa stamps aren't acceptable

Other immigration documents that show legal presence and/or ability to work in the U.S., including Form I-94, State Department bio-data form, and supervision documents (other documents may be accepted)

Expired immigration documents along with Form I-797 (Notice of Action) showing that new documents have been applied for

## 3. Proof of identity Present at least one document

- Valid, unexpired U.S. passport or passport card
- Out-of-state, U.S. territories, or Canadian driver's license or ID card. (*Cards expired less than four years are accepted*)
- Marriage license issued in the U.S.
- Divorce decree issued in the U.S.
- U.S. court order for a name change
- Employee photo ID issued by a federal or Michigan government agency
- U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS)
- U.S. military ID with photo (DD-2, DD-1173 or CAC card)
- U.S. military discharge or separation document, such as a DD-214
- Photo ID from a federally recognized Native American tribe
- Michigan Department of Corrections prisoner ID.

Two of the following also are accepted: Foreign passport, I-94, Employment Authorization Card, Refugee Travel Document I-571 or immigrant visa

Documents, including immigration documents with or without an entry stamp, (such as I-94 Arrival/Departure form, U.S. State Department bio-data form and court-ordered supervision documents)

Michigan driver education certificate

Government issued adoption record

U.S. school records (photo ID, transcripts, diplomas, yearbooks or attendance records)

Parents or guardians may present their driver's license or ID and sign for their minor child

## 4. Proof of Michigan residency Present at least two documents

- Utility bill or credit card bill issued within the last 90 days (Electronic copies are accepted)
- Account statement from a bank or other financial institution issued within the last 90 days (Electronic copies are accepted)
- Michigan high school, college or university report cards or transcripts
- Mortgage, lease or rental agreement (Lease and rental agreements must include landlord's telephone number)
- Pay stub or earnings statement issued with the name and address of the employee
- Life, health, auto or home insurance policy
- Federal, state or local government documents, such as receipts, licenses or assessments
- Michigan title and registration (Registration must show current residential address)
- Other documents containing your name and address may be accepted with manager approval

**Note:** Documents used to show Michigan residency must include your name and home address.

Michigan P.O. boxes aren't accepted as a "residence address"