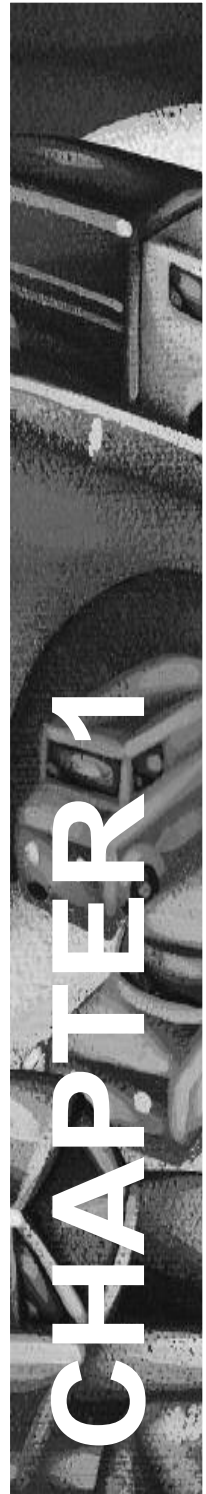


Obtaining Your License

If you are a Massachusetts resident (or even a non-resident), you must have a valid driver's license to operate a motor vehicle on any public road, highway, or other way permitting access to the public.

Through the Registry of Motor Vehicles (RMV), the Commonwealth of Massachusetts issues five license classes with various privileges and restrictions to residents of Massachusetts. Class A, B, and C licenses, which are known as commercial driver's licenses (CDLs), allow you to operate large vehicles, like trucks and buses. The Class D license, which is most common, is for passenger vehicles, vans, and small trucks. The Class M license allows you to operate motorcycles.



License Descriptions and Classifications

Who Needs a Massachusetts License?

All Massachusetts residents need to obtain a valid Massachusetts license in order to operate a motor vehicle in Massachusetts. See *Appendix E* for color images of licenses issued by Massachusetts.

Out-of-State/Country Residents

A U.S. resident living outside Massachusetts may drive in the Commonwealth using a valid out-of-state driver's license. This rule applies both to visitors and to out-of-state residents who work in Massachusetts.

If you are a visitor from another country, you may drive private passenger vehicles in Massachusetts for up to one year from your date of arrival in the United States provided you have a valid driver's license issued by your home country and your country is recognized under one of the conventions listed in *Appendix A* or the Registrar has specifically granted driving privileges to residents of your country as detailed in *Appendix A*. An International Driver's Permit is not required, but the permit may help provide an English translation of your foreign license. The International Driver's Permit is **not** a driver's license.

You must have your valid out-of-state or foreign driver's license in your possession when driving in Massachusetts.

Once you have established residence in Massachusetts, you must obtain a Massachusetts driver's license to retain your driving privileges. There is no grace period. For the procedure for converting your out-of-state or foreign license, see the *Converting Your License* section.

Licensing Rules for Military Personnel

If you are in active military service and want to drive in Massachusetts, you must have a valid driver's license from your home state. If you are a permanent resident of the Commonwealth, you must have a valid Massachusetts license. Following are exceptions to this rule:

- If you are returning from active duty outside the United States and have a driver's license issued by a branch of the Armed Forces based in another country, you may drive with that license in Massachusetts for up to 45 days.
- If you have a Massachusetts driver's license that expired during your active service, you may use that license to operate a motor vehicle for up to 60 days after your honorable discharge from military service. If you choose to exercise this option, you must carry your expired license and proof of your discharge with you when you drive.

RMV Phone Center: 617-351-4500 in the 339/617/781/857 area codes
1-800-858-3926 from all other MA area codes
Monday–Friday 9 a.m.–5 p.m.
Internet Address: www.mass.gov/rmv

Who is Eligible for a Massachusetts License?

Anyone who is a Massachusetts resident, is at least 16 years old, and has not had a driver's license or the right to operate revoked may apply to begin the process of obtaining a Class D or Class M License at any full-service RMV Branch (see *Appendix D* for a list of locations).

Age Requirement

No person under the age of 16 may drive in Massachusetts. This is true even if you have a driver's license (or learner's permit) issued in a state or U.S. territory or another country that allows operation of a motor vehicle by a person less than 16 years of age.

- To apply for a Class D (passenger vehicle) or a Class M (motorcycle) learner's permit, you must be at least 16.
- You can obtain a learner's permit at age 16, but you may not receive a Class D or a Class M driver's license until you are at least 16 1/2 and have had your permit in good standing for six consecutive months and have completed a driver education training program approved by the Registrar.

Note: You must be at least 18 years old to apply for a Commercial Driver's License (Class A, B, or C).

Parental Consent

Customers applying for permits, licenses, or identification cards who are under age 18 (minors) must obtain written consent from a parent, a legal guardian, a social worker, or a boarding school headmaster. For a learner's permit, or identification card, a person gives written consent by signing the front of the permit / ID application.

If the person signing the front of the application is not a parent, documentation of the person's guardian status must be shown at the time of the permit / ID application and, for a license, at the time of the road test. **Forging a signature may result in license suspension or revocation.**

Facial Image Policy

All applicants for a learner's permit, driver's license, identification card, liquor identification card, or HP placard must have their photo-image captured by the RMV.

This is to ensure that the image contained on the issued document and in the RMV's database is the actual image of the person who provided the identification information to the RMV when applying for the document. It is also to aid law enforcement officers in the proper identification of the person whose image is contained on the document.

The captured image must be a straightforward looking view of the applicant. All of the applicant's facial features must be visible (e.g. eyes, nose, mouth, cheeks, etc.). The appearance must provide a clear view of the applicant's face as a whole. A solid or transparent facial cover (scarf, veil, eyeglasses/sunglasses, goggles, surgical or dust mask, etc.) is not acceptable. Eyeglasses, including reading or prescription glasses, are not allowed, even if the applicant normally wears them. A hat or other head cover is not

acceptable, but if worn for medical or religious reasons, it may be allowed if it does not hide any facial features. Natural facial hair and hairpieces may be acceptable unless the overall effect disguises the person's true facial appearance or facial features are obscured. Permanent facial tattoos are acceptable but temporary tattoos are not.

Chapter 428 of the Acts of 2006 prohibits the RMV from taking a photo-image for a license or ID if the applicant is wearing eyeglasses.

Massachusetts Driver's License Limited to Massachusetts Residents

If your privilege to drive on your valid foreign license has expired because more than one year has elapsed since your last date of arrival in this country, or if you are visiting for business or pleasure and are trying to acquire your first driver's license, your ability to obtain a Massachusetts driver's license is limited. Massachusetts law does not authorize driver's licenses to be issued for the convenience of business persons or tourists from other countries. To obtain a license, you must meet all the requirements for a driver's license under the law, including the requirement that you be a resident of Massachusetts.

Massachusetts law requires those convicted of sex offenses to register with their local police departments. For more information, call 1-800-93-MEGAN.

Vision Screening Requirements

Testing your vision is a necessary part of ensuring that you are capable of operating a motor vehicle safely. An RMV clerk will screen your vision when you apply for a learner's permit or driver's license. You will be screened for visual acuity, color vision, and peripheral vision. If you normally wear contact lenses or corrective lenses to see at a distance, then you must wear them during the vision screening examination.

To be eligible for a Class D or M license, your vision must be at least 20/40 visual acuity in your better eye (corrected) and at least 120 degrees of horizontal peripheral vision (both eyes together) for a full license. If your corrected vision is between 20/50 and 20/70 in the better eye, you may be eligible for a daylight only license. If you fail the vision screening examination, decline to take the examination, or are unable to take the vision screening examination, you may submit an original RMV Vision Screening Certificate that your physician or optometrist, licensed in Massachusetts, has completed. The RMV may accept this Vision Screening Certificate in lieu of the vision screening examination to demonstrate compliance with the minimum vision standards to obtain a Massachusetts driver's license.

The Vision Screening Certificate is available at any RMV Branch or License Express counter. You can download the certificate from the RMV's website (www.mass.gov/rmv) or pick up a copy at many eye-care providers.

For information on other physical qualifications necessary to hold a Massachusetts driver's license or for more information regarding the voluntary reporting procedure for medical conditions, please call the Medical Affairs Branch at 617-351-9222 (or refer to the *Medical Restrictions* and *Surrendering Your License* sections.)

Driving Record Verification

When you apply for a permit or license, or renew a license, you will be required to provide a list of the states you have been licensed in for the past ten years, as well as all out-of-state license numbers you have had. The RMV's licensing computer system checks your name, birth date, Social Security Number, and any out-of-state driver's license numbers with the Problem Driver Pointer System (PDPS), which stores information about license suspensions and revocations for drivers in all 50 states (The system is operated by the National Highway Traffic Safety Administration -NHTSA). If your record matches PDPS, you will not be allowed to continue the application process until all out-of-state suspensions or convictions are resolved.

License Classes

The table below summarizes Massachusetts license types.

A Massachusetts driver's license is valid for a maximum of five years and expires on your birthday. However, your 1st license will expire on your 5th birthday following the date of issue. In the Commonwealth, your driver's license is considered a primary form of identification, showing proof of identity, residence, age, and signature.

Massachusetts Driver's Licenses	
License Class	Vehicles Permitted
A	Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds. (Holders of a Class A license may, with any appropriate endorsements, operate all vehicles within Class B, C, and D.)
B	Any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR. (Holders of a Class B license may, with appropriate endorsements, operate all vehicles within Class C and D.)
C	Any single vehicle or combination of vehicles that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers including the driver, or is required to be placarded for hazardous materials under 49 CFR 172.500 or any other federal regulation. (Holders of a Class C license may operate all vehicles within Class D.)
D	Any single vehicle or combination of vehicles that does not meet the definition of Class A, Class B, Class C, or Class M.
M	Any motor vehicle defined as a motorcycle in M.G.L. c. 90, § 1.

- A Class A license can have all endorsements.
- A Class B license can have all endorsements except for Combination and Doubles/Triples.
- A Class C license can only have HAZMAT, Tank, School Bus, and Passenger endorsements.
- If you pass a CDL road test in a vehicle equipped with air brakes, you will be permitted to operate a vehicle with air brakes.
- Transporting school-aged children and/or operation of a 'school bus' requires special authority. See next page.

In addition to listing your personal information, a license or an ID issued to you by the RMV features an image of your photo and signature, which is stored on the RMV's central

computer. This photo-image technology not only helps make your license or ID tamper resistant, it allows the RMV to issue replacements quickly.

Commercial Licenses (Class A, B, or C)

For information on commercial licenses (CDLs), refer to the *Massachusetts Commercial Driver's License Manual*, which is available at any RMV branch or online at www.mass.gov/rmv.

Unless otherwise exempted by Federal Regulations, any operator of a Commercial Motor Vehicle (CMV) weighing more than 10,000 lbs., must have in his or her possession a valid U.S. Department of Transportation Medical Card or a valid Medical Waiver Card issued by the Medical Affairs Branch of the Massachusetts Registry of Motor Vehicles.

School Pupil Transport (Eight or fewer passengers)

If you transport school-aged children, you must have a separate license or special endorsement. A pamphlet on school pupil transport license information is available at RMV Branches or online at www.mass.gov/rmv.

School Bus (Nine or more passengers)

To operate a school bus in Massachusetts, you need to have a Commercial Driver's License with a Passenger endorsement and a School Bus endorsement.

You also need to obtain a School Bus Certificate, which is issued by the Department of Public Utilities (DPU). Visit the RMV website for a school bus certificate brochure.

To obtain the School Bus endorsement and certificate, you need to study the *Model 2004 Commercial Driver's Manual, Section 10: School Buses*, which is available at any RMV Branch or online at www.mass.gov/rmv.

To get the School Bus certificate, you need to take a school bus road test, which is conducted by DPU. For more information, contact DPU at 617-305-3559.

Endorsements

Endorsements are additional driving privileges that can be attached to your basic license class. All endorsements apply to commercial vehicles and can only be added to a CDL license. For example, you may add a hazardous materials endorsement to a Class C license (but not a Class D).

The back of your driver's license lists your license class and any endorsements or restrictions.

Restrictions

Restrictions are limitations placed on your driving privileges. Your driver's license may be issued with various restrictions, which are indicated by code letters on the front and back of your license.

For information on Commercial vehicle restrictions, see the Commercial Driver's License Manual.

List of Restrictions

The RMV may apply any of the following restrictions to a passenger vehicle license: (Commercial vehicle restrictions are not shown)

- B** Corrective lenses
- C** Mechanical Aid
- D** Prosthetic Aid
- E** Automatic Transmission
- F** Outside Mirror
- G** Limit to Daytime Only
- H** Limit to Restricted Hours
- I** Limit - Junior Operator
- J** Restriction Card Must be Carried
- P** Use with Certified Driving Instructors only (permit only)
- R** Biotopic telescopic lens
- S** Proof of Current Blood Sugar Level
- Y** Restrict to 14 passengers or less
- Z** Ignition Lock/Hours Restriction

Medical Restrictions

The RMV's Medical Affairs Branch (MAB), which reviews license applications listing physical or mental conditions that may affect a driver's abilities, may issue driving restrictions related to your current medical condition. For example, if you pass the driver's license vision test by wearing glasses or contact lenses, your driver's license will be issued with a "Corrective Lenses" restriction (code letter B) and you must wear your corrective lenses when you drive. If you need a mechanical aid or prosthetic device (adaptive equipment) to operate a motor vehicle, the Medical Affairs Branch will issue your license with restriction(s). The Medical Affairs Branch considers license applications on a case-by-case basis, and you may be required to provide a physician's letter for medical clearances or special driving-related equipment.

If you develop a medical condition that affects your ability to drive, you *must* report the condition to the RMV. Please call the Medical Affairs Branch (MAB) at 617 351-9222.

If the Medical Affairs Branch issues you a separate Restriction Card, your license will display the restriction code letter J. With this restriction, you must carry your card and your license when you drive.

Junior Operator Restrictions

The Junior Operator restriction (code letter I) is added to the licenses of all operators under age 18. For a complete description of the Junior Operator Law and of driving restrictions applied to operators under 18, see the *Junior Operator License Law* section later in this chapter.

Massachusetts IDs and Liquor IDs

For people who do not have a Massachusetts driver's license, the RMV can issue one of two official identification (ID) cards. The Massachusetts ID and Massachusetts Liquor ID look similar to driver's licenses, but they do not extend any driving privileges. These two ID cards are official forms of identity, signature, and age that are accepted in the Commonwealth. You cannot hold an ID card and a license at the same time.

You can apply for a Massachusetts ID or a Liquor ID at any RMV branch.

See *Appendix E* for color images of identification cards issued by Massachusetts.

Massachusetts IDs and Liquor IDs are produced at a secure location and are generally mailed to you five to seven days after you visit the branch.

At the branch, you will receive a receipt that includes your personal information, image, and signature. The receipt is not valid for identification. This means that it will not be accepted by most airlines, cruise ships, etc., for travel as a state-issued photo ID.

Massachusetts ID

If you do not have a valid driver's license, but would like an official ID card, the RMV can issue you a Massachusetts ID. To obtain one, you must meet the following requirements:

- Be at least 16 years old
- Not hold a valid driver's license from Massachusetts or any other jurisdiction
- Be a Massachusetts resident

A Massachusetts ID expires every five years.

Massachusetts Liquor ID

Massachusetts establishments which serve alcohol may refuse to accept a Massachusetts ID card for proof of age and identity. State law (M.G.L. Chapter 138, Section 34B) provides alcohol servers with some legal protection if it is found that alcohol was served to a minor in reliance on a valid Massachusetts Liquor ID card (or a Massachusetts driver's license or a valid U.S. Passport or a valid non-U.S. Passport issued by a country recognized by the U.S., or a U.S. issued Military ID card) but not in reliance on a Massachusetts ID card. The Liquor ID card can be issued to Massachusetts residents, as well as out-of-state or out-of-country residents. To obtain one, you must meet the following requirements:

- Be at least 21 years old
- Not hold a valid Massachusetts Driver's License

A Liquor ID is valid for five years and cannot be renewed. If you need a Liquor ID for more than five years, you should reapply in person upon the expiration of the existing Liquor ID.

Refer to the *Identification Requirements* section on the next page for the identification documents that must be presented to obtain a Mass ID or Liquor ID.

Identification Requirements

To apply for a permit, license, or ID card, you must produce at least three (3) identification documents. These required documents include:

1. A document proving your date of birth
2. A document proving you are a resident of Massachusetts (not required for a liquor ID)
3. A pre-existing document containing your signature

You must also produce your social security number (SSN) that the RMV can verify with the Social Security Administration (SSA) as having been issued to you. The RMV cannot issue a permit, license, or ID card if an SSN does not verify. If you do not have an SSN, you must apply for one at the SSA. If you are denied an SSN, you will be issued a “Denial Notice” by the SSA which explains why you cannot obtain an SSN. The “Denial Notice” must be dated and cannot be altered or be more than 30 days old. If you present a “Denial Notice” instead of a valid SSN, you must also present the following:

- Proof of your current visa status
- An I-94 (Record of Arrival & Departure that you received on entry to the U.S.)
- Your current non-U.S. Passport

Your Passport can also be used as a document to prove date of birth or signature, but not both.

The three (3) identification documents must be from the list of *Acceptable Forms of Identification* (see page 12) and must be satisfactory to the Registrar.

You need to provide the required identification for each different type of document you apply for, even if you already have a Massachusetts permit, license, ID, or liquor ID.

All documents must be originals unless otherwise indicated. Photocopies will not be accepted.

Refer to the chart on the next page for a list of what must be presented for each type of RMV issued permit, license, or ID card.

**Identification requirements are subject to change at any time.
Visit www.mass.gov/rmv for the most current information.**

Note 1: If you present any document that is inconsistent with the concept of your being a resident of Massachusetts (such as presenting a B1 or B2 or other short term visa status, or an expired visa status or documents showing an out-of-state residence), you will not be considered a “Massachusetts resident” and an application for a permit, license, or Mass ID will be denied. If you have filed an application for an adjustment of status with the U.S. Citizenship & Immigration Service, and have documentation from that agency showing that you have a pending application, you may be eligible to receive a permit, license, or ID card.

Note 2: Foreign diplomats and other foreign government officials, their family members, and personal assistants/employees who have been issued a U.S. Department of State driver’s license are not eligible to obtain a Massachusetts driver’s license.

Document Requirements Chart

Applying for	Required documents for applicants 17 years of age and under	Required documents for applicants 18 years of age and over
Change Date of Birth	<ul style="list-style-type: none"> • One document proving date of birth 	<ul style="list-style-type: none"> • One document proving date of birth
Permit	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • One document proving date of birth <p>Parent/Guardian's consent (signature) is required on the application.</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Document proving date of birth • Document proving signature • Document proving Massachusetts residency
Out-of-State Permit Conversion	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Current out-of-state Permit • Certified copy of driving record not more than 30 days old <p>Parent/Guardian's consent (signature) is required on the application.</p> <p>Note: Driver's Education Certificate is required to schedule a road test to obtain a License.</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Current out-of-state Permit • Document proving Massachusetts residency • Certified copy of driving record not more than 30 days old
License	<ul style="list-style-type: none"> • Permit 	<ul style="list-style-type: none"> • Permit
License Renewal	Not applicable	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Current or expired license
Duplicate of License, MA ID, or Liquor ID	Identification is required if not imaged.	Identification is required if not imaged.
Out of State License Conversion with previous Massachusetts License expired <u>less</u> than four years	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Certified copy of driving record not more than 30 days old • Out-of-state License* <p>Parent/Guardian's consent (signature) is required on the application.</p> <p>* If the out-of-state License does <u>not</u> have a photo, an acceptable photo ID from the list of acceptable documents is required.</p> <p>Note: Must convert Driver's Education Certificate or complete Driver's Education in Massachusetts</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Document proving Massachusetts residency • Out-of-state License* <p>* If the out-of-state License does <u>not</u> have a photo, an acceptable photo ID from the list of acceptable documents is required.</p> <p><i>If the License is from Canada, Mexico, or a U.S. Territory (including Puerto Rico), a certified driving record, not more than 30 days old, is required.</i></p>

A "Denial Notice" must be acceptable to the RMV. See page 16 for more information.

continued on next page

Document Requirements Chart

Applying for	Required documents for applicants 17 years of age and under	Required documents for applicants 18 years of age and over
<p>Out-of State License Conversion</p> <p>with previous Massachusetts License expired more than four years</p> <p>OR</p> <p>with no previous Massachusetts License</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • One document proving date of birth • Certified copy of driving record not more than 30 days old • Out-of-state License* (may be used as a document to prove date of birth.) <p>Parent/Guardian's consent (signature) is required on the application.</p> <p>* If the out-of-state License does <u>not</u> have a photo, an acceptable photo ID from the list of acceptable documents is required.</p> <p>Note: Must convert Driver's Education Certificate or complete Driver's Education in Massachusetts.</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Document proving date of birth • Document proving signature • Document proving Massachusetts residency • Out-of-state License* (may also be used as a document to prove date of birth or signature, but cannot be used for both.) <p>* If the out-of-state License does <u>not</u> have a photo, an acceptable photo ID from the list of acceptable documents is required.</p> <p><i>If the License is from Canada, Mexico, or a U.S. Territory (including Puerto Rico), a certified driving record, not more than 30 days old, is required.</i></p>
<p>Out-of-state License Conversion</p> <p>(if you do not have the out-of-state License)</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • One document proving date of birth • Acceptable photo ID from the list of acceptable documents (may be used as a document to prove date of birth.) • Certified copy of driving record not more than 30 days old <p>Parent/Guardian's consent (signature) is required on the application.</p> <p>Note: Must convert Driver's Education Certificate or complete Driver's Education in Massachusetts</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Document proving date of birth • Document proving signature • Document proving Massachusetts residency • Acceptable photo ID from the list of acceptable documents (may also be used as a document to prove date of birth or signature, but cannot be used for both.) • Certified copy of driving record not more than 30 days old
<p>Massachusetts ID</p> <p>Cannot hold a valid Driver's License</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • One document proving date of birth <p>Parent/Guardian's consent (signature) is required on the application</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Document proving date of birth • Document proving signature • Document proving Massachusetts residency
<p>Massachusetts ID Renewal</p>	<p>Not applicable</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Current or expired Massachusetts ID
<p>Liquor ID</p> <p>Must be 21 years or older</p> <p>Cannot hold a valid Massachusetts License</p>	<p>Not applicable - applicant must be 21 years or older.</p>	<ul style="list-style-type: none"> • Verifiable SSN or "Denial Notice" with visa, I-94, and current non-U.S. Passport • Document proving date of birth • Document proving signature

Acceptable Forms of Identification

Listed on the next few pages are the types of documents the RMV will accept to prove identity.

Note: For a document to prove residence, it must state the residential address. A P.O. Box is not acceptable proof of residency.

Documents to prove Massachusetts Residence

At least one document must be from this group:

1. Current MA learner's permit, MA license, or MA ID card
2. Expired MA driver's license or MA ID card (expired no more than 12 months)
3. Certified or attested copy of a court order of a federal, state, or county court within the U.S. that contains a raised court seal and includes the applicant's full name, residential address, and DOB (*examples include an adoption document, a name change document, and a gender change document*) (dated within 12 months of application)
4. Home mortgage or lease; or loan contracts (examples include Retail Installment Sale Agreement, and Motor Vehicle Installment Sale Contract), with the applicant's name, residential address and signature (dated within 12 months of application)
5. Current, valid homeowner's or renter's insurance policy with the applicant's residential address that is for the current or immediate prior year
6. (a) A bank passbook with applicant's name and residential address printed or written in a designated place in the passbook; (b) A bank statement or transaction-related document (no more than 60 days old) on a form generated by the issuing bank and displaying the bank's name and mail address, and the applicant's name and residential address, received through mail by applicant; (c) A checkbook with the applicant's pre-printed name and residential address; or (d) ATM/Debit Card statement with name and residential address (no more than 60 days old)
7. Canceled personal check (*copy acceptable if printed on a sheet with other cancelled checks and issued as part of a monthly statement by the bank*) with signature of applicant and preprinted residential address on the check and dated not more than 60 days earlier
8. Original or certified copy of a U.S. - issued Marriage Certificate (dated within 6 months of application)
9. A utility bill (gas, electric, wired telephone, wired cable, or heating oil delivery bill) (no more than 60 days old) that contains the applicant's name and residential address
10. Current Massachusetts registration card
11. A property tax or excise tax bill that is for the current or the immediate prior year and contains the applicant's name and residential address
12. Tuition bill or student loan coupons, with residential address, with a due date of not more than 12 months old

13. Original school transcript with name and residential address (not valid if more than 12 months old)
14. Original letter issued and signed by the principal, headmaster, or official keeper of the records of a MA school (including a college or university) on school's letterhead that states the applicant is currently a resident student and includes the name and date of birth (dated within 12 months of application)
15. Medicaid correspondence (dated within six months of application)
16. Credit Report issued by Experian, Equifax, or TransUnion (dated within 12 months of application)
17. Annual Pension or Retirement Statement for the current or immediate prior year
18. Annual Social Security Statement for the current or immediate prior year
19. First-class mail from any federal or state agency that displays residential address
20. W-2 Form from current or previous year that displays residential address
21. Cell phone, credit card, doctor, or hospital bill issued within the last 30 days
22. Voter registration signed & certified by city/town clerk
23. Pre-printed pay stub with employer's name and address and applicant's name and residential address (no more than 30 days old)
24. Current car loan payment book that displays residential address
25. Car insurance policy/bill (no more than 60 days old)
26. Current MA-issued Professional License that displays residential address
27. Jury Duty Summons (dated within 12 months of application)
28. Census or Census Verification for current year
29. MA Firearms Card, with photo, signature, residential address, and DOB (expired no more than 12 months)

18 – 21 year old applicants

30. Notarized statement from parent/legal guardian that states applicant currently resides in the parent/guardian's home

Documents to prove Date of Birth (DOB)

At least one document must be from this group:

1. U.S. or non-U.S. passport with photo
2. Current MA learner's permit, MA license, or MA ID card
3. Expired MA license or MA ID card
4. Out-of-state license with photo and DOB issued by a state, territory, or possession of the U.S., D.C., a province of Canada, or a state of Mexico or the Federal District of Mexico City

5. Original birth certificate issued in the U.S. or its territories or a copy certified by the agency that issued the original certificate or a copy certified by a Bureau of Vital Statistics or a state Board of Health within the United States (**a hospital-issued certificate is not acceptable**)
6. Original out-of-country birth certificate certified by the agency that issued it. If not in English, the certificate must be translated (see *Translation Required* section).
7. Certified or attested copy of a court order of a federal, state, or county court within the U.S. that contains a raised court seal and includes the applicant's full name and DOB (*examples include an adoption document, a name change document, and a gender change document*)
8. Certain Bureau of Citizenship and Immigration Services documents and other U.S. Government immigration documents (See list of Official Immigration Documents)
9. U.S. military discharge papers (DD 214) with DOB
10. U.S. Coast Guard Merchant Mariner card with photo and DOB
11. Original or certified copy of a U.S. - issued Marriage Certificate with DOB listed
12. Original or certified copy of a baptismal certificate, provided the original certificate was issued within one year of the applicant's birth by a church in the U.S. and contains the applicant's DOB
13. Original letter issued and signed by the principal, headmaster, or official keeper of the records of a MA school (including a college or university) that is on school letterhead and states the applicant is currently a resident student and includes the name and DOB
14. U.S. military (or military dependent) ID with photo and DOB
15. MA Firearms Card, with photo and DOB

If a customer presents a non-US passport, it must contain a visa and a Record of Arrival and Departure (I-94).

Documents to prove Signature

At least one document must be from this group:

1. U.S. or non-U.S. passport with photo and signature
2. U.S. Coast Guard Merchant Mariner card with photo and signature
3. Current MA learner's permit, MA license, or MA ID card
4. Expired MA driver's license or MA ID card
5. Out-of-state license with photo and signature issued by a state, territory, possession of the U.S., D.C., province of Canada, or a state of Mexico or the Federal District of Mexico City
6. Certain Bureau of Citizenship and Immigration Services documents and other U.S. Government immigration documents (See list of Official Immigration Documents)
7. Lease or loan contracts, with name and signature

8. U.S. military discharge papers (DD 214), with signature
9. Canceled personal check with signature & preprinted address
10. Original or certified copy of a U.S. - issued Marriage Certificate
11. Current or expired ID with photograph and applicant's signature, issued by a U.S. agency, the District of Columbia, a state or state agency (but not a state college/university ID), a municipality, a territory, or a possession of the United States, a province of Canada, or a state of Mexico or the Federal District of Mexico City
12. U.S. military (or military dependent ID) with photo and signature
13. Selective Service Card with name & signature
14. Social Security Card
15. MA Firearms Card, with photo and signature

If a customer presents a non-US passport, it must contain a visa and a Record of Arrival and Departure (I-94).

NOTE: It is not the function of RMV employees to advise you about which documents to present. No specific type of document on either list is required or preferred. In following these policies and procedures, RMV employees apply the same eligibility requirements to all applicants equally, without regard to race, sex, creed, national origin, or English speaking ability. The issuance of a driver's license, learner's permit, or ID card is not a determination of whether or not a person has legal or illegal immigration status. That is the responsibility of the Bureau of Citizenship and Immigration Services.

Official U.S. Immigration Documents

If the document has an expiration date which has passed, the document is not acceptable.

1. Certificate of Naturalization N-550, N-570, or N-578
2. Certificate of Citizenship N-560, N-561, or N-645
3. U.S. Citizen Identification Card I-179 or I-197
4. Permanent Resident Card ("Green Card") I-551
5. Temporary Resident Identification Card I-688
6. Record of Arrival and Departure (in valid Foreign Passport) I-94
The I-94 and the valid foreign Passport it is within count as only one Acceptable Document.
7. Processed for I-551 stamp (in valid, Foreign Passport)
8. U.S. Permanent Resident Re-entry Permit I-327
9. U.S. Refugee Travel Document I-571
10. Employment Authorization Card I-688B, I-766
11. Documents specific to the applicant based upon decisions of the U.S. Department of State, U.S. Department of Justice (including Executive Office for Immigration Review, Board of Immigration Appeals and former Immigration and Naturalization Service), or U.S. Department of Homeland Security (including Bureau of Citizenship and Immigration Services.)

Translation Required Policy (amended May 1, 2009)

If you present a document that is not written or printed in the English language, the Registrar may require the document to be accompanied by a translation that is certified by a bilingual teacher at an accredited Massachusetts college, university, or private language school, or by the local consulate for the document's country of origin. The translation must be printed on the letterhead of the consulate, college, university, or private language school and it must be properly formatted. Visit www.mass.gov/rmv to see the acceptable format.

Social Security Numbers and License Numbers

You must have a valid Social Security Number (SSN) to apply for any permit, license, or ID, including a replacement or a renewal. When you submit an application at an RMV Branch, the Registry will attempt to validate the SSN you provide against computer records at the Social Security Administration (SSA). If you do not have an SSN, you may request an application for one by calling 1-800-772-1213.

Note: If you have recently changed your name, you should make the change with the SSA before you change your name on your driver's license. This is to ensure that the SSA recognizes your new name when the RMV attempts to validate your SSN. You are not required to present any documents to the RMV to prove your new name.

If you are not a citizen and do not have an SSN, you should apply for one at a Social Security Office as soon as possible. If you are denied an SSN, you may still qualify for a Massachusetts driver's license or ID if you can meet other identification requirements proving your age, signature, and Massachusetts residency. However, to prove that you applied for an SSN, you must present the written Denial Notice (not more than 30 days old) the SSA provided you, which informed you that you were not eligible for an SSN, and a non-US passport, visa, and I-94.

For information on obtaining an SSN, call 1-800-772-1213.

RMV May Reject SSN Denial Notice

The RMV reserves the right to reject any Social Security Denial Notice that does not appear to be genuine, that is more than 30 days old, or which appears to have been altered, or is incomplete, or that indicates the application for an SSN has not been properly completed.

A Denial Notice from the SSA which indicates that the applicant has failed to properly complete the application process will be treated by the RMV as an unacceptable Denial Notice. An application for a Learner's Permit, Driver's License, or ID card that is accompanied by an unacceptable Denial Notice will be rejected. Evidence of failure to properly complete the SSN application process includes, but is not limited to, failing to provide documents required as part of the SSN application process, including failing to provide evidence of class admission, and failing to comply with a request by the SSA to visit an SSA office for an in-person interview.

“S” License Numbers

The RMV requires your SSN to confirm your identity and to maintain your license and driving records. In the past, your Massachusetts driver's license number was automatically your SSN unless you requested a random state number to be assigned.

You no longer have the option of using your SSN as your license / ID number, due to the Intelligence Reform and Terrorism Prevention Act of 2004. The RMV license system now automatically assigns a computer generated number, beginning with an "S," as a license / ID number.

You should notify your insurance company of any license number changes.

If your current Massachusetts license displays your SSN as the license identification number, you will be assigned a state-assigned "S" license identification number at license renewal time at no extra charge. If you request a duplicate license, you will automatically be assigned an "S" number.

If you want to acquire a new license identification number immediately, you can visit any RMV Branch or License Express location to obtain a new license with the new number. However, you must pay a \$20 duplicate license fee if the number change is not made at renewal time.

Having More than One Identification Number

If you have more than one document from the RMV (for example, a Class D license and a separate Class M Motorcycle permit), the RMV does not require that they both have the same identification number. If you change your Class D license number from your SSN to a state assigned number because you often use the Class D license for identification purposes, it is acceptable to leave the SSN on the Class M permit (if that is the identification number you used on that document). When you get the Class M added to your license, you will have one license number, which will be the state assigned number.

Rejected Documents and Rejected Applications

The Registrar reserves the right to reject any application if she has a good faith reason* to believe any of the following:

- Any document presented is not genuine or has been altered, defaced, or rendered unreadable to such an extent that it cannot be relied on.
- Any document contains a photograph or photoimage of the applicant that bears little or no resemblance to the applicant.
- The applicant is not the individual represented in the application and supporting documents.
- The applicant does not satisfy the requirement for minimum age, genuine signature, legal status, or status as a Massachusetts resident.
- The applicant has presented an SSN that does not validate as being issued to him/her, or that was not obtained in a lawful manner from the U.S. Social Security Administration.

*A “good faith reason” is one that is based on objective facts and observations, such as statements from the applicant, or information obtained from usually reliable sources. Also, in this and other explanations of RMV laws and policies, the “Registrar” means either the Registrar or her designee.

Review of Rejected Documents and Applications

If one or more of the documents you present when applying for a driver’s license, learner’s permit, or ID card is rejected and your application is denied because you do not have other acceptable documents with you, you have several options, as described in the next section.

Initial Decision and Your Options

After reviewing your documents, an RMV counter official will make the initial decision. If the counter official rejects your application, he or she should give you a form indicating the reason(s) for the rejection. This is the Application Rejection Form. You have ten days from the time you receive this form from the counter official to file an appeal with the Board of Appeals. Do not leave the counter without receiving this form.

You may choose to correct the problem that caused your application to be rejected, such as obtaining the appropriate documents and returning later with a new application, or you may seek further review by an RMV supervisor. The RMV offers an informal review process in each full service Branch so that an application (or accompanying document) that is rejected by a counter official in that Branch may be reviewed by the Manager (or the Manager’s designee). You may also appeal to the Board of Appeals by paying the \$50 fee and filing the appropriate form.

You must file any appeal within ten days of the counter official’s original decision.

Informal Review

You may present the form for review to the Branch Manager (or the Manager’s designated assistant). Ordinarily, your requested review will be conducted immediately after the counter official’s denial of your document/ application. If, however, the reviewer believes that a further verification attempt may help to establish the authenticity of a disputed document, the reviewer may make a copy of the document, return the original to you, try to obtain such verification, if possible, and make a decision within two business days. If the reviewer disagrees with the counter official’s decision, you may be asked to return to the counter for further processing, unless the reviewer finds an additional basis for rejection. If the reviewer upholds the rejection, you will be given a copy of the decision that is signed by the reviewer, indicating the reason for the rejection and reminding you of your right to file a formal appeal within ten days of the counter official’s original decision.

Appeals

Remember, you must file any appeal within ten days after you first received a written copy of the Application Rejection Form from the counter official. Any additional time required by the informal review does not extend the ten-day period. A formal appeal may be filed only with the Board of Appeals on Liability Policies and Bonds at the address on the following page with a check or money order for \$50.

**Board of Appeal on Motor Vehicle Liability,
Policies and Bonds Division of Insurance**

1 South Station, 5th floor,
Boston, MA 02110
617-521-7478

Penalties for Presenting Fraudulent Documents

Severe penalties are imposed on a person who violates the law in obtaining or possessing a driver's license, learner's permit, or ID card. Following is a brief description of some of those penalties.

- Whoever loans or knowingly permits his or her license or learner's permit to operate motor vehicles to be used by any person, or whoever makes false statements in an application for such a license or learner's permit, or whoever knowingly makes any false statements in an application for registration of a motor vehicle, shall be punished by a fine of not less than \$20 nor more than \$200 dollars or by imprisonment for not less than two weeks nor more than two years or both (MGL c.90, §24).
- Whoever falsely makes, steals, alters, forges, or counterfeits or procures or helps another falsely make, steal, alter, forge, or counterfeit a learner's permit, a license to operate motor vehicles, or an ID card or whoever has or uses such a permit, license, or ID card may be punished by a fine of not more than \$500 or imprisonment in a state prison for up to five years or in a jail or house of correction for not more than two years (M.G.L. c.90, §24B).
- Anyone who falsely impersonates the person named in the application for a license or learner's permit, or anyone who procures or helps another to falsely impersonate the person named in the application, or who uses a name other than his or her own to falsely obtain such a license, or whoever possesses or uses a license or permit to operate a motor vehicle that was obtained in such a manner shall be subject to the penalties described in MGL c.90, §24B. Whoever is convicted of a violation of MGL c.90, §24B, shall also have his or her license, or right to operate, suspended for a minimum of one year.
- Any person who swears or affirms falsely in regard to any matter or thing respecting which an oath or affirmation is required by the Registrar or by MGL c. 90 shall be deemed guilty of perjury (MGL c.90, §28). In addition, falsification of any information provided to obtain, renew, transfer, or upgrade a driver's license or learner's permit may result in a suspension of driving privileges.

License/ID Fees

Knowledge test fee - \$30.00

The learner's permit knowledge test fee covers the cost of processing your application and administering your knowledge test. If you fail the test or your permit expires, you will be charged this fee again for another examination.

Road test fee - \$20.00

The RMV charges a flat fee for any license application. This fee covers the cost of processing your application and scheduling a road test. If you fail the road test, do not appear for the road test, are rejected by the examiner, or cancel your appointment with less than 24 hours notice, you will still be charged the \$20 fee. For more details on road testing, see the *Taking the Road Test* section later in this chapter.

License issue fee Class D - \$40.00

License issue fee Class M - \$40.00

The RMV charges a driver's license fee so it can issue a tamper-resistant, Class D or Class M license that features your photo-image, your signature, and a magnetic code stripe and/or bar code.

Amending an existing license - \$15.00

The RMV charges a fee when you add or change a restriction. Any other change that results in the reissuance of a license will be charged a duplicate license fee of \$20.

Out-of-state conversion fees

Class A* - \$125.00

Class B* - \$125.00

Class C* - \$125.00

Class D* - \$90.00

**To add motorcycle privileges (Class M) to any of these license classes, you must pay an additional \$15.00.*

Class M only - \$90.00

Class D or M permit conversion - \$30.00

Massachusetts ID issue fee - \$25.00

If you have surrendered your license voluntarily, there is no fee for a Massachusetts ID (See the *Surrendering Your License* section of this chapter for more information).

Liquor ID issue fee - \$25.00

All fees are subject to change at any time.

The Junior Operator License Law

Any motor vehicle operator or motorcyclist between the ages of 16 1/2 and 18 is considered a Junior Operator. The Junior Operator Law has several requirements and restrictions that significantly affect the operation of a motor vehicle by a person who has a Junior Operator's License (JOL). The basic purpose of the law is to provide new drivers supervised opportunities in which to develop good driving skills, while keeping those drivers free of the possible distractions caused by friends under age 18 who are present while the drivers are behind the wheel.

JOL regulations and penalties were signed into law on January 3, 2007. The law requires that additional components be added to the driver's education curriculum.

Requirements to Obtain a JOL

An applicant for a driver's license between ages 16 1/2 and 18 must comply with several requirements to obtain a JOL:

- Have a valid learner's permit for at least six consecutive months before taking the road test. (Any suspension will invalidate the permit and the six months will start to run anew when the suspension is lifted.)
- Maintain a clean driving record for at least six consecutive months before taking the road test.
- Successfully complete a Registrar-approved driver education and training program, which includes 30 hours of classroom instruction; six hours of in-car, behind-the-wheel training; and six hours of in-car experience observing other student drivers.
- Complete at least an additional 12 hours of supervised, behind-the-wheel driving as shown by a certified statement provided by a parent or guardian.

Note: If your permit was issued on or after September 1, 2007, you must meet the following requirements to obtain a license.

- Driver education must consist of 30 hours classroom instruction, 12 hours of in-car, behind-the-wheel training, and six hours of in-car experience observing other student drivers.
- You must complete at least an additional 40 hours of supervised, behind-the-wheel driving as shown by a certified statement provided by a parent or guardian.
The RMV will accept 30 hours of driving supervised by a parent or guardian if the applicant completed a driver skills development program.
- Your parent or guardian must participate in two hours of instruction on the driver's education curriculum (unless they have participated within the past five years).
- You must pass a final exam to have a driver's education certificate electronically filed with the RMV.

JOL License Restrictions

The following restrictions apply to all Junior Operators:

- You may not operate a motor vehicle within the first six months after receiving your JOL while any person **under age 18** is in the vehicle (other than you or an immediate family member), unless you are accompanied by a person who is at least 21 years old, has at least one year of driving experience, holds a valid driver's license from Massachusetts or another state, and is occupying a seat beside you.

General Rule: The passenger restriction that applies to you as a JOL holder under age 18 is lifted once you complete the six-month period (or the portion that applies to you) or you reach age 18, whichever occurs first.

The six-month passenger restriction period will stop running, temporarily, during any suspension. When your JOL is reinstated, you will still have to complete the remainder of the six-month restriction period that existed at the beginning of the suspension period, unless you have already turned 18.

See Chapter Two for a list of the penalties and fees you will face for violating any of these restrictions.

- As the holder of a JOL, you may not operate a motor vehicle between 12:30 a.m. and 5:00 a.m. unless you are accompanied by one of your parents or your legal guardian. If you are found operating a motor vehicle in violation of this restriction, you may be charged with operating a motor vehicle without being licensed. This is a criminal violation.

Note: The law states that between 12:30 a.m. and 1:00 a.m. and between 4:00 a.m. and 5:00 a.m., the provisions of the law shall be enforced by law enforcement agencies only when a Junior Operator of a motor vehicle has been lawfully stopped for a violation of the motor vehicle laws or some other offense. This is called "secondary enforcement." However, it is still illegal for you to operate during those times without a parent present in the car.

- If you violate the passenger restriction or the night restriction, you will be subject to a license suspension of 60 days for a first offense, 180 days for a second offense, and one year for subsequent offenses. For a second or subsequent offense, you will also be required to complete a Driver Attitudinal Retraining course. The law requires the Registrar to impose this suspension in addition to any other penalty, fine, suspension, revocation, or requirement that may be imposed in connection with a violation committed at the time you were violating the passenger or night restriction.
- You may not operate a motor vehicle that requires a **commercial driver's license** (CDL).
- You will be suspended for one year if you are under 18 when you have committed certain driving offenses and alcohol or drugs were involved (180 days if age 18 to 21), **in addition to any penalty assessed by a court or other law.** (For details, see the *License Suspension or Revocation* section of Chapter Two.)
- You will be ineligible for a full license until you have completed the period of suspension imposed while operating with a JOL and you reach age 18.
- You will face additional suspension periods of one year for a first drag racing offense and three years for a subsequent offense. For a first speeding offense, you will be suspended for 90 days; for a subsequent offense, you will be suspended for one year.

Applying for a License

You must obtain a learner's permit before you can apply for any license (This manual specifically outlines the procedures for obtaining a Class D or a Class M license). To get a learner's permit, you must complete an application, present identification, pay a fee, pass a vision exam, and pass a knowledge test. Your learner's permit does not become a license until you pass the road test and have paid all license fees. If your learner's permit expires, you must re-take the knowledge test and pay the required fees.

Currently, you can opt to pay the knowledge test, road test, and license fees when you take the knowledge test. If you choose not to pay all the fees at that time, you can pay the remaining fees when you book your road test. If you are a new Massachusetts resident and have an out-of-state driver's license, you may be eligible to convert your license without testing. For information on license conversion and foreign license policies, see the section *Converting Your License*.

Getting a Learner's Permit

You must be at least 16 years old to apply for a Class D or Class M learner's permit. The knowledge test that you must take tests your understanding of Massachusetts motor vehicle laws and safe driving practices. A learner's permit gives you permission to drive while you practice your driving skills and prepare for your road test. A permit is valid for two years.

When applying for a permit, you may wish to prepay your license and road test fees. If fees have been prepaid, your driver's license will be automatically sent to you, and you will not need to visit an RMV branch after passing the road test.

To earn your permit, take the following steps:

1. Study all of the information contained in this manual.
2. Complete a learner's permit application and submit it to any full-service RMV Branch. Applications are available at all Branch and License Express sites, and on our website, www.mass.gov/rmv. If you are under 18, you must have your parent or guardian sign your application.
3. Meet all of the RMV's identification requirements (see the *Identification Requirements* section).
Note: You must meet these requirements **every** time you take the knowledge test.
4. Pay a \$30 knowledge test fee, which covers the cost of your test.
5. Have your photo-image and signature captured electronically.
6. Pass a vision test at the RMV Branch or submit an RMV vision screening certificate from your medical practitioner.
7. Pass a knowledge test based on information in this manual.

Knowledge tests are offered only on a walk-in basis when you submit your application for a learner's permit. You cannot schedule your knowledge test in advance.

A learner's permit is a document that grants conditional driving privileges. This document is not intended to be used as an identification document for travel. This means that it will not be accepted by most airlines, cruise ships, etc., for travel as a state-issued photo ID.

Knowledge Test Procedures

Each knowledge test has 25 multiple-choice questions. To pass the test, you must answer 18 questions correctly within the allotted time of 25 minutes.

Full-service RMV Branches have automated testing stations (ATS), which are easy-to-use videoscreen kiosks that use a computer program to deliver knowledge test questions visually. The knowledge test is available in both English and Spanish (for a Class D or M

permit) through the ATS. You have about one minute to answer each question. The ATS lets you practice with sample questions before beginning the actual test.

You must study the contents of this manual to be able to pass the knowledge test.

If you are caught cheating on a test – or trying to cheat – you will fail and you will not be allowed to hold any type of driver’s license or permit for 60 days. In some cases, you may also be subject to further investigation.

Foreign Language Tests

If English is not your primary language, you may ask to take the knowledge test in a foreign language. The RMV currently offers Class D knowledge tests in a variety of languages. Class M knowledge tests are available in English and Spanish. Class A, B, and C knowledge tests are only available in English.

Class D Learner’s Permit knowledge tests are available in the following languages:

Albanian • Arabic • Armenian • Chinese • Czech • Farsi (Iranian) • Finnish • French • German • Greek • Hebrew • Hindi • Hungarian • Italian • Japanese • Khmer • Korean • Lao • Polish • Portuguese • Romanian • Russian • Spanish • Turkish • Urdu • Vietnamese

Tests taken through the ATS are only available in English and Spanish.

Alternative Testing Options

If you have a cognitive or physical disability that would prevent you from taking a standard knowledge test through ATS, you may contact the Registry to request an alternative extended time, paper, or oral test. To do so, please call (617) 351-4505 and leave a message that includes your name, your telephone number, the specifics of your request, and the Registry Branch Office where you would like to take your knowledge test. You will then be contacted by a Registry employee who will help you schedule a test.

Oral tests are only available in English.

When you arrive for your scheduled knowledge test, you must provide the Branch Manager with written documentation that confirms the nature of your disability. This documentation may be a Doctor’s or Social Worker’s letter, or a letter from a school on official letterhead. You will also need to provide all of the required identification documents (see *Identification Requirements* section).

An alternative knowledge test will only be provided if it has been scheduled in advance by calling the number above.

Driving With Your Permit

You must carry your learner’s permit whenever you drive until you earn a Junior Operator’s License or a full driver’s license.

A Class D learner’s permit allows you to drive a passenger vehicle with the following limitations:

- You must be accompanied by a licensed operator who occupies the passenger seat

next to you and is at least 21 years old, holds a valid driver's license from Massachusetts or another state, and has at least one year of driving experience.

- If you are under 18, you may not drive between 12:00 a.m. and 5:00 a.m. unless accompanied by a parent or legal guardian who is a validly licensed operator with at least one year of driving experience.

A Class M learner's permit allows you to operate a motorcycle with these limitations:

- You may not carry a passenger.
- You can drive only during daylight hours (between sunrise and sunset).
- You must wear a US DOT standard helmet.
- You must wear eyeglasses, goggles, or a protective face shield unless the motorcycle you are driving has a windshield or screen.

With a Class D or Class M learner's permit, you may operate motor vehicles in another state as long as doing so does not violate that state's laws.

See Chapter Two for a list of the penalties and fees you will face for violating any of these restrictions.

The Massachusetts Rider Education Program (MREP) is designed to reduce the number of motorcycle related fatalities and injuries by increasing the availability of Motorcycle Safety Foundation (MSF) approved training courses for motorcycle riders and to increase awareness and education for both riders and other drivers.

For information on motorcycle rider courses for both beginner and experienced drivers, call 617-351-9585 or visit www.mass.gov/rmv.

For specific questions, call 413-781-0633 to speak to the program coordinator.

The RMV has a Motorcycle Manual. This manual focuses exclusively on motorcycles and is available in all RMV branches and online at www.mass.gov/rmv. Study this manual if you want to get a Class M permit or add a motorcycle class to your Class D license.

Driver's Education

The RMV requires drivers under age 18 to take professional driving lessons at a local high school or driving school. Professional driving instruction can help you become a more skillful, knowledgeable driver, and it can increase your chances of passing the Class D or Class M road test on your first try. Another benefit of learning to drive through a licensed school is the ability to use a school vehicle for your road test and a school instructor as your test sponsor.

All professional driving schools in Massachusetts, including public and private high schools, must be licensed and monitored by the RMV. Visit the RMV website to locate a driving school and see if there have been any enforcement actions taken against the school.

You can also obtain information on driving instruction by contacting your local high school or by consulting your telephone directory.

If you doubt a driving school's credentials, ask to see a license certificate, which the RMV issues.

To apply for a Class D or M driver's license when you are between 16 1/2 and 18 years old, you *must* have a driver's education certificate electronically on file with the RMV from a licensed driving school or a high school program that is approved by the Registrar. The fact that you have fulfilled this requirement will be available on your RMV computer record at the time of your road test.

Note: If your learner's permit was issued on or after September 1, 2007, your parent or guardian must participate in two hours of the driver's education curriculum (unless he/she has already attended within the past five years). You must also complete 40 hours of parent-supervised driving (30 hours if you completed a driver skills development program), pass a driver's education final exam, and have a driver's education certificate electronically on file with the RMV.

**Driver Education Certificate Department, Registry of Motor Vehicles
P.O. Box 55889, Boston, MA 02205-5889**

If you recently moved to Massachusetts and had already completed a driver's education program in another state, you should mail your original out-of-state driver's education certificate, a \$15 check, and a self-addressed, stamped envelope to the address above. Verification will be made with the state that originally issued your driver's education certificate. If the other state's requirements meet or exceed Massachusetts' requirements, a new driver's education certificate will be electronically filed with the RMV. Once this is done, you may book your road test.

To convert an out-of-state driver's education certificate, the program you completed must meet or exceed Massachusetts minimum requirements for classroom and in-car instruction. If you have any questions, call the RMV Phone Center.

Taking the Road Test

The next step toward earning your Massachusetts driver's license is taking a road test with an RMV examiner. Whether you are applying for your first license or completing a license conversion that requires a road test, you must have a learner's permit to schedule a test. Road test procedures are described in the following pages.

If you are obtaining a motorcycle license, or adding a motorcycle class to your Massachusetts driver's license, you do not have to take a road test if you have successfully completed the Motorcycle Rider Education Program (MREP), approved by the RMV.

For a Class D license, you are not allowed to attempt more than six road tests in a 12-month period. For a Class M license, if you fail two road tests, you must enroll in and successfully complete a beginner rider course before you can schedule another test.

Scheduling a Road Test

Road tests are scheduled by telephone. To schedule a road test, call the RMV Automated Service Line at 866-MASSRMV (866-627-7768).

You may cancel or reschedule your road test at no additional fee if you call the RMV Phone Center and give more than 24 hours notice.

Road tests are scheduled close together; you must be on time for your test. If you are late for your appointment, you will not be tested and you will be required to pay the road test fee.

For information on motorcycle rider courses for both beginner and experienced drivers, call 617-351-9585 or visit www.mass.gov/rmv.

For specific questions, call 413-781-0633 to speak to the program coordinator.

Policies on Cancellations and Fees

Whenever a public school system cancels classes for weather-related reasons, road tests scheduled in the school system's community will be canceled automatically for the entire day. Road tests will also be canceled automatically when the Governor declares a state of emergency. If the Governor declares an emergency in a particular region, only road tests in that region will be canceled.

Road Test Examiners may also cancel road tests when weather conditions are considered unsafe. To determine if your road test has been canceled, please call the RMV's Phone Center. In any of the preceding cases, you may schedule a new road test at no additional fee. However, you *will* be charged the road test fee if you...

- Fail the test
- Are unprepared for the test
- Are refused the test because your vehicle fails to pass the examiner's inspection
- Do not bring a qualified sponsor
- Fail to appear for or are late for your test
- Cancel or reschedule your test less than 24 hours before your scheduled test time

Being Prepared for the Road Test

On the day you take your Class D road test, you must fulfill several requirements:

1. Have a completed road test application, and have your parent or guardian complete the parental consent section if you are under age 18.

In completing the application for the road test, you will be required to disclose whether you have a physical, mental, or medical condition or are taking any medications that might affect your ability to operate a motor vehicle. If you do, prior to taking a road test, you must submit medical clearance, from your physician, to a Branch manager. The Road Test Examiner will review your application and either approve it or forward it to the Medical Affairs Branch for appropriate review.

2. Have your learner's permit.
3. Bring a qualified sponsor (see the *Sponsor Requirements* section).
Note: A sponsor is not required for a Class M road test.
4. Provide an acceptable, properly equipped, legally registered vehicle to use in your test (see the *Passenger Vehicle Requirements* section).

If you are between 16 1/2 and 18 years old, you *must* have a driver's education certificate electronically on file with the RMV from a licensed driving school or a high school program that is approved by the Registrar before you can schedule a road test. As part of the road test application, your parent or guardian must certify and sign, on the front of your license application, that you have also completed 12 hours of driving supervised by a licensed driver aged 21 or over.

Note: If your learner's permit was issued on or after September 1, 2007, your parent or guardian must participate in two hours of the driver's education curriculum (unless he/she has already attended within the past five years). You must also complete 40 hours of parent-supervised driving (30 hours if you completed a driver skills development program), pass a driver's education final exam, and have a driver's education certificate electronically on file with the RMV.

If you are under age 18, you must maintain a clean driving record for the six consecutive months immediately preceding the date you apply for the test. You will not be able to take the test if you...

- **Have experienced any surchargeable incidents (e.g., at-fault accidents, moving violations) under Massachusetts law or the law of another state**
- **Have had your permit suspended for committing drug or alcohol related motor vehicle violations**
- **Have been convicted for violating any drug or alcohol related laws in Massachusetts or another state**

Note: Even if you had a clean driving record for six consecutive months immediately preceding the date you first booked the road test, if the RMV receives notice of an event that would cause the six-month clean driving period to be interrupted between the date the test was booked and the date of the test itself, you will not be allowed to take the road test when scheduled. A new clean driving record of at least six months will have to be established, unless you reach 18 years of age prior to that time.

For a Class M road test, you *must* bring your learner's permit, a completed license application form, and a properly equipped, legally registered motorcycle, but you are not required to bring a sponsor.

Sponsor Requirements

For a Class D license, including a JOL, you need a sponsor for your road test, even if you have a valid foreign driver's license. When you arrive at the test location, you must be accompanied by a licensed operator who...

- Is at least 21 years old
- Has had at least one year of driving experience
- Has a valid driver's license issued by his or her home state. Holders of foreign driver's licenses are *not* eligible to be sponsors.

If you are not accompanied by a sponsor, you will not be given a Class D road test.

Passenger Vehicle Requirements

To be acceptable to the examiner, the vehicle you bring to the road test must meet all requirements in this section.

In general, the vehicle you use for your Class D road test should be safe, in good working order, and have a valid registration certificate and inspection sticker. Your test will be canceled if the examiner believes your vehicle is unsafe. In addition to being safe, your vehicle must have these features:

- Adequate seating so that the examiner may sit next to you and your sponsor may sit in the rear. You may not use a vehicle that does not have a seat for your sponsor. Sponsors may not sit in the bed of a two passenger pickup truck.
- An accessible foot brake or an emergency hand brake so the examiner can make an emergency stop. It is up to the individual examiner to determine if the foot brake or emergency hand brake would be accessible to him or her in an emergency. To help ensure that brake access will not be a problem, you should bring a vehicle to the exam that either has a bench seat with easy access to the foot brakes from the passenger seat, or has a centrally located emergency hand brake. If you are prevented from taking the road exam only because the examiner determined that he/she could not access the braking system, you will not be charged a fee for that scheduled exam. Driving instruction vehicles must have a second foot brake for instructors or examiners.

In some larger vehicles, like certain minivans, the service brake is too far from the examiner to be easily accessible in an emergency. These vehicles are *not* suitable for road tests and may be rejected by the examiner.

- If your test vehicle is registered out of state, you must show the examiner proof of insurance coverage equal to Massachusetts minimum limits, which are \$20,000/\$40,000 for bodily injury and \$5,000 for property damage.
A policy or a certificate that lists coverage limits serves as proof of a vehicle's insurance.
- If you are renting the vehicle you are using for your road test, you must show your examiner your rental agreement and a letter from the rental company, on its letterhead, that authorizes you to use the vehicle for a driver's license road test. You are not required to provide this information for leased vehicles.

Some vehicles may be equipped with backing sensors or parking guidance systems. These devices must be disabled on any vehicle while it is being used for a road test. If you cannot disable the backing sensor or the parking guidance system, the vehicle cannot be used for the road test. If a vehicle is rejected for this reason, you will not be charged a fee for that scheduled exam.

Road Test Policy for Vehicles with Dealer, Farm, and Repair Plates

You cannot take a road test in a passenger vehicle that is registered with a "Dealer" plate unless you can prove, to the satisfaction of the Examiner, that you are the dealer, or spouse of the dealer, or a salesperson who works at the dealership for at least 20 hours per week.

A vehicle with a Farm Plate can be used, if acceptable to the Examiner, but only if the applicant can prove, to the satisfaction of the Examiner, that the applicant is a member of the family or an employee of the farmer. If displaying a farm plate, the vehicle cannot be a passenger vehicle, but may be a pickup truck with an acceptable rear seat for a sponsor. You will not be allowed to take a road test in a vehicle with a Repair Plate.

Passenger Vehicle Test Procedures

You should arrive approximately five minutes early for your scheduled road test appointment. You will not be able to take your test if you are late.

Before your road test, the RMV examiner will inspect your vehicle to ensure that it is properly registered, that all equipment is in good working order, and that the vehicle provides a safe, adequate, and clean seat for the examiner and easy access to the brake.

After the examiner inspects and approves the vehicle, the driving test will begin. Only you, the examiner, and your sponsor are allowed in the vehicle during the exam. The examiner will sit in the seat next to you; your sponsor must sit in the rear. No children or pets are allowed. If the examiner so authorizes, a language interpreter may also be allowed in the vehicle. You and your sponsor are not allowed to converse unless authorized by the examiner.

The examiner's goal is to observe your driving performance. During a road test, you should be prepared to demonstrate your ability to...

- Use hand signals
- Start the engine
- Start and stop the vehicle
- Parallel Park
- Back the vehicle approximately 50 feet
- Make left - right turns
- Start, stop, and turn the vehicle on a hill
- Turn around between curbs (three point turn)
- Enter and leave intersections
- Recognize and obey traffic signs, lights and signals, and other rules of the road
- Use good driving sense

In addition to judging your overall driving skills, the examiner will note how well you follow general good-driving procedures, including whether you...

- Use good driving posture, with both hands always placed properly on the wheel
- Drive in the proper lane and look carefully and signal properly before changing lanes
- Maintain enough distance between your vehicle and the one ahead of you
- Always drive at safe speeds to comply with speed limits and varying traffic conditions
- Properly yield the right-of-way
- Are generally aware of your actions and particularly those of other drivers

Motorcycle Requirements

In general, the motorcycle you use for your Class M road test should be safe and in good working order. Your test will be canceled if the examiner believes your motorcycle is unsafe.

In addition, you must show the examiner...

- Your motorcycle's registration document
- A valid inspection sticker

If your motorcycle is registered out of state, you will have to show the examiner proof of insurance coverage equal to Massachusetts' minimum limits, which are \$20,000/\$40,000 for bodily injury and \$5,000 for property damage.

A policy or a certificate that lists limits of coverage serves as proof of the vehicle's insurance.

As a motorcycle operator, you must also...

- Wear a helmet that meets or exceeds US DOT standards.

State law requires your helmet to comply with the US DOT's Federal Motor Vehicle Safety Standard No. 218.

Helmets that meet this standard will be labeled with stickers on the inside and outside.

- Wear eyeglasses, goggles, or a protective face shield, unless your motorcycle has a windshield or a screen.

For information on motorcycle rider courses for both beginner and experienced drivers, call 617-351-9585 or visit www.mass.gov/rmv.

For specific questions, call 413-781-0633 to speak to the program coordinator.

Motorcycle Test Procedures

You should arrive approximately five minutes early for your scheduled motorcycle road test appointment. You will not be able to take your test if you are late.

Before your road test, the RMV examiner will inspect your motorcycle to ensure that it is registered, inspected, and insured properly and that all equipment is in good working order.

Road Test Waiver Available: The RMV road test for a Class M motorcycle license may be waived if you can prove that you have successfully completed a course of motorcycle instruction known as the Massachusetts Rider Education Program (MREP) as approved by the RMV.

As a pre-road test, the examiner will assess your knowledge of motorcycle equipment and controls. For the road test, the examiner will observe your ability to operate a motorcycle. Your road test will consist of the following riding skills:

- "Figure eights" and 360° circles in both directions without your feet touching the road
- Normal starts and stops
- Driving in traffic

- Crossing intersections
- Making turns
- Riding up and down hills

If you take a Class M road test on a three-wheeled motorcycle or on a motorcycle with a sidecar, you will be limited to operating such a vehicle.

The RMV has a Motorcycle Manual. This manual focuses exclusively on motorcycles and is available in all RMV branches and online at www.mass.gov/rmv.

Check it out for important information you need to get a motorcycle license and to be a safer rider.

Hearing-Impaired Road Tests

If you are hearing-impaired, you can schedule a road test by calling 1-877-RMV-TTDD (1-877-768-8833). Describe your request and include your phone number, residential address, and e-mail address. The Driver Licensing Department will contact the Commission for the Deaf and Hard of Hearing to arrange for an interpreter. Once this has been set up, you will be contacted to book the road test.

Before the start of the road test, the examiner will have a discussion with you and the interpreter to determine the best way to communicate. The examiner will explain the elements of the test and will go over the hand signals that will be used during the test. You and the interpreter will also be provided with a written description of the road test and the required elements to review before starting the test.

If you have any questions during the road test, you will be allowed to pull over to the side of the road (when safe to do so) and communicate with the examiner.

Common Reasons for Failing a Road Test

- You were at fault in an accident with another motor vehicle, pedestrian, or object.
- You were driving in a way that may have caused an accident or in a way the examiner considered dangerous.
- You violated a motor vehicle law, rule, or regulation.
- You demonstrated a lack of experience safely operating a motor vehicle.
- You refused to follow or drove contrary to the examiner's instructions.

Receiving Your New License

If you pass the road test and **have prepaid** for your license, the examiner will stamp the back of your learner's permit and it will become a temporary license, valid up to 30 days. The RMV will manufacture your new, permanent photo-image license and mail it to you.

If you pass the road test and **have not prepaid** for your license, you must take the permit with the road test results indicated on the back to an RMV branch within 30 days. You must then pay for and obtain a temporary license while your permanent license is being manufactured. (Note: If you do not obtain a temporary license within 30 days of passing your road test, you may be **required to retake** the road test at your expense.)

Massachusetts driver's licenses are produced at a secure location and are generally mailed to you within five to seven days after you visit the branch.

At the branch, you will receive a receipt that serves as a temporary license and provides proof of driving privileges while the permanent license is being manufactured. The receipt is not valid for identification. This means that it will not be accepted by most airlines, cruise ships, etc., for travel as a state-issued photo ID.

If your permanent license does not arrive in the mail within four weeks of issuance of your temporary license, please call the RMV Phone Center at 617-351-4500 (from the 339/617/781/857 area codes) or 1-800-858-3926 (from the 413/508/978 area codes).

Whenever you operate a motor vehicle in Massachusetts, the law requires you to carry a valid driver's license on your person or within easy reach inside your vehicle.

Converting Your Class D or M License

To retain driving privileges, out-of-state or foreign-licensed drivers must obtain a Massachusetts driver's license upon becoming a Massachusetts resident. If you currently carry a valid license from another state, a U.S. territory, Canada, or Mexico, you may be eligible to submit your license for conversion, but you will need to meet the RMV's identification requirements. (See the *Identification Requirements* section.) If your license does not contain a photo, you will be required to provide additional documentation.

All applicants who convert a license from a U.S. state, U.S. territory, Canada, or Mexico must surrender that license in order to receive a Massachusetts license.

Requirements for New Residents

Place of Issue	License Status	Written Test	Road Test	Driving Record
Out-of-State	Valid or expired less than one year			
	Expired more than one year but less than four years	✓		
	Expired more than four years	✓	✓	
14 U.S. Territories, Canada, or Mexico	Valid or expired less than one year			✓
	Expired more than one year but less than four years	✓		✓
	Expired more than four years	✓	✓	✓
Other Foreign Countries	Valid license (with English translation if needed)	✓	✓	

Note: If you present any document that is inconsistent with the concept of your being a resident of Massachusetts (such as B1 or B2 or other short term visa status, or an expired visa status or documents showing an out-of-state residence), you will not be considered a resident and an application for a Permit, License, or Mass ID will be denied. You may be eligible for a liquor ID.

The table on the previous page summarizes the requirements for license conversion. License conversions require that you pay all application, testing, and license fees, regardless of whether you must take an exam. In most cases, if you hold a license from a foreign country, you will need to pass both the written and the road tests.

Out-of-State Conversions

If you have an out-of-state Class D or M license that is current or has been expired for less than a year, you can exchange it for a Massachusetts license if you meet the RMV's identification requirements. (See the *Identification Requirements* section.)

You also must have a cleared background check with the Problem Driver Pointer System (PDPS). (See *Who is Eligible for a Massachusetts License* section.)

If you have a physical disability that might prevent you from operating a motor vehicle properly, you may not be eligible for a license.

Massachusetts does not convert a license issued by another state or jurisdiction if that license was issued for less than the full period (for example, if it is a temporary license). Also, the following words (or similar ones), if printed on your out-of-state license, may indicate you cannot convert it to a full, Massachusetts license:

- Temporary
- Limited
- Learner's Permit
- Provisional
- Hardship
- Status Check
- Certificate for Driving
- Non-transferable
- Non-renewable

An applicant who cannot convert an out-of-state license has two options.

1. He/she can provide an acceptable certified copy of the driving record from the state that issued the license. If this record demonstrates that he/she has held the driver's license for a full period and has no other restrictions, the applicant may be eligible to convert.
2. He/she can complete a regular license application, provide the necessary documentation, and take written and road tests demonstrating a satisfactory understanding of the Massachusetts rules of the road.

Note: Health insurance is required in Massachusetts. The law requires residents 18 and older to have coverage. Adults must enroll in a plan or qualify for an exemption to avoid a penalty.

The penalties for the 2009 tax year will add up for each month that an individual does not have coverage, and could be as much as \$1,068 for the year.

Information about how to obtain health insurance can be found on the Commonwealth Health Connector website at www.mahealthconnector.org or by calling 1-877-MA-ENROLL (623-6765) TTY 1-800-213-8163.

Junior Operator License Conversion

License Conversion for a Junior Operator requires that you provide a certified copy of your driving record from the state you are leaving, in addition to meeting the RMV's identification requirements. (See the *Identification Requirements* section.) You must also have a Massachusetts driver's education certificate electronically on file with the RMV (see *Driver's Education* section) and you must log an additional 12 hours of driving supervised by a parent or legal guardian.

Note: If your permit was issued on or after September 1, 2007, you must log an additional 40 hours of driving supervised by a parent or legal guardian (30 hours if you completed a driver skills development program).

You will be subject to all of the provisions of the Massachusetts JOL law (See the *Junior Operator License Law* section). The only exception is the period of time you will be subject to the passenger restriction, which depends on your driving record. If your record indicates you have had a valid license for a full six months, without suspension or revocation, you will not be subject to the passenger restriction.

To convert an out-of-state driver's education certificate, the program you completed must meet or exceed Massachusetts minimum requirements for classroom and in-car instruction. If you have any questions, call the RMV Phone Center.

Permit Conversion

Class D and M Learner's Permits may be converted to an equivalent Massachusetts permit, if you meet the RMV's identification requirements. (See the *Identification Requirements* section.)

If you are under 18 years old, your parent must sign the permit application, but you do not have to provide proof of Massachusetts residency. You will not be required to take the written test; however, you will need to pay the applicable fee. A converted permit will be dated to reflect the issue date of the original permit in order to meet the six month experience requirement for applicants under 18. The Massachusetts permit will expire two years from the adjusted issue date.

Conversions from a U.S. Territory, Canada, or Mexico

When converting a license from one of the 14 U.S. Territories, Canada, or Mexico, you must meet the RMV's identification requirements. (See the *Out-of-State Conversion* section of the *Identification Requirements* chart.) You must submit an original certified driving record from your home territory or country. Driving records must be no more than 30 days old.

The 14 U.S. Territories consist of the following:

American Samoa • Baker Island • Guam • Howland Island • Jarvis Island • Johnston Atoll • Kingman Reef • Midway Islands • Navassa Island • Northern Mariana Islands • Palmyra Atoll • Puerto Rico • U.S. Virgin Islands • Wake Islands

Source - The Worldfact Book (U.S. CIA-2004)

An original certified driving record is required from the 14 U.S. Territories, Canada, and Mexico because the driving records of those jurisdictions are not available for electronic review by the RMV through the Problem Driver Pointer System. If you have a disability that might prevent you from operating a motor vehicle properly, you may not be eligible for a license.

Other Foreign Licenses

If you hold a driver's license from any country **other than** the United States, a U.S. Territory, Canada, or Mexico, you must take both the written test and road test. While you may drive in the United States with your valid foreign license from one of the countries listed in *Appendix A* of this manual for up to one year from the date you entered the country as a visitor, you must still apply for a Massachusetts license when you establish residency in the Commonwealth.

Many motor vehicle agencies around the country, including Massachusetts, are reviewing their rules for converting licenses from other countries, so there may be changes in this area. If you have a question about converting a foreign license, you should call the RMV Phone Center at 617-351-4500 or 800-858-3926.

The United Nations Road Traffic Convention of 1949 and the Inter-American Automotive Traffic Convention of 1943 extend the one-year driving privilege to all member countries (see *Appendix A* for a complete list of participating nations).

Renewing Your License

It is your responsibility to renew your driver's license before the expiration date and you must inform the RMV and the U.S. Post Office of any address change. **As a license holder, you are solely responsible for its safekeeping, renewal, and replacement.**

The RMV no longer mails license renewal notices. Please check the expiration date printed on your license and remember to renew before this date.

The RMV offers an Internet feature that allows you to verify your license status and your renewal options online.

Your Massachusetts driver's license is valid for five years unless it is your first license, which expires on your fifth birthday after the date of issue. You may renew your license up to one year before the expiration date. **If your license expired more than four years ago, you may be required to take a written and road test.**

To renew your driver's license, visit any RMV Branch or Limited Service Branch (see *Appendix D* for locations and business hours). Each time you renew, you will have to pass a vision screening test, supply your SSN or updated Social Security Denial Notice (not more than 30 days old), and pay the renewal fee.

Massachusetts driver's licenses are produced at a secure location and are generally mailed to you within five to seven days after you visit the branch.

If you renew your license in a branch, you will receive a receipt that serves as a temporary license and provides proof of driving privileges while the permanent license is being manufactured. The receipt is not valid for identification. This means that it will not be accepted by most airlines, cruise ships, etc., for travel as a state-issued photo ID.

Please note that at Limited Service Branches (as opposed to full-service Branch locations), you can pay your renewal fee by check or credit card only.

Eligible customers may also renew their licenses online every other renewal period (once every ten years). To be eligible, your license photo must be less than nine years old and have been taken after your 21st birthday.

You are **not eligible** to renew online if:

- You hold a Commercial Driver's License (CDL)
- You need to change your name
- You do not have an SSN
- You have initiated a Change of Address transaction online and have not yet received a confirmation e-mail
- You want to register to vote

Visit www.mass.gov/rmv for more information.

Turning 21? If you choose to renew your Driver's License before your 21st birthday, you will receive a vertical license with the words "Under 21" printed on it. However, if you renew your license on or after your 21st birthday, you will receive a standard horizontal license that does not have the words "Under 21" printed on it.

RMV Phone Center: 617-351-4500 in the 339/617/781/857 area codes

1-800-858-3926 from all other MA area codes

Monday–Friday 9 a.m.–5 p.m.

Internet Address: www.mass.gov/rmv

SSN Verification on Renewal

Approximately six months prior to your license expiration date, the RMV will attempt to confirm your Social Security Number with the Social Security Administration (SSA). The RMV will run a computer check through the SSA to ensure that the SSN you provided to the RMV is the number that has been issued to you. If we are told it is not, you will receive a letter from the RMV informing you that license renewal is not possible until you resolve the SSN problem with the SSA.

Driving Record Check on Renewal

Approximately two months prior to your license expiration date, the RMV will run a check of your license status in other jurisdictions. The RMV will run a computer check of your name, birth date, and SSN with the Problem Driver Pointer System (PDPS). If you are identified as a suspended or revoked driver in that system, you will not be allowed to renew your license until the matter is resolved. You will be notified by letter of your non-renewal status.

Other Reasons for Non-Renewal

In addition to the reasons previously stated, if you have outstanding parking tickets, unpaid excise taxes, outstanding warrants, unpaid child support, outstanding Fast Lane violations, Tobin Bridge violations, or abandoned vehicles, you will not be able to renew your license. The RMV will notify you by letter if you are not eligible for license renewal due to any of these problems. For detailed information on reasons for non-renewal, see *Chapter Two, Keeping Your License*.

Renewals for Military Personnel

Military personnel are not required to renew their Massachusetts driver's licenses during active service. However, you may wish to renew your license during your military service. In such cases, the RMV will issue a photo license or a special nonphoto driver's license, depending upon the circumstances, if you are stationed outside Massachusetts.

You are not required to renew your Massachusetts license while you are in active military service.

You can only request a nonphoto driver's license by mail. To order a nonphoto license renewal, for military personnel and their dependents, mail your request, the renewal fee (see the *License Fees* section), and a copy of your military ID to the address below. A nonphoto driver's license will be mailed to you, as long as you are located outside Massachusetts. In any correspondence, include your out-of-state address and phone number.

**The Driver Licensing Department, Registry of Motor Vehicles,
P.O. Box 55889, Boston, MA 02205-5889**

Replacing Your License

Duplicate License

To apply for a duplicate of your photo-image license, simply log on to www.mass.gov/rmv or call the RMV's Phone Center, request a duplicate, and pay the \$20 duplicate fee by VISA, MasterCard, or Discover. You can also visit an RMV Branch.

All fees are subject to change at any time.

Temporary Replacements

If you are temporarily out of Massachusetts and cannot return home before your driver's license expires, you may ask the RMV to issue you a temporary "pink" license. A temporary license is valid for a maximum of 120 days after the expiration date of your original license, and this extension can be granted only once. To request a temporary replacement license, call the RMV Phone Center at 617-351-4500 or 800-858-3926, or write to the RMV's main office at the address listed below. In any correspondence, be sure to include your name, license number, out-of-state address, and telephone number.

Customer Assistance Bureau, Registry of Motor Vehicles, P.O. Box 55889, Boston, MA 02203-5889

Replacements for Military Personnel

Active members of the Armed Forces and their dependents who wish to obtain duplicates of their licenses can simply send letters of request stating whether their licenses were lost or stolen to the address listed below and include copies of their military IDs.

For military personnel and their dependents, duplicate licenses are free.

The Driver Licensing Department, Registry of Motor Vehicles,
P.O. Box 55889, Boston, MA 02205-5889

Surrendering Your License

If you become unqualified to operate a motor vehicle safely due to a physical or mental condition or simply wish to cease driving for other reasons, you may voluntarily surrender your license at any full service RMV branch during normal business hours or by mailing the license to the Medical Affairs Branch of the RMV.

Medical Affairs Branch, Registry of Motor Vehicles, P.O. Box 55889, Boston, MA 02205-5889

A voluntary surrender of license does not have the negative insurance ramifications that a suspension or revocation of license has and involves no fee. In addition, upon surrender, the RMV will issue you a Massachusetts Identification Card at no fee. If, at any point thereafter, you wish to resume driving, the RMV may reissue your license upon receipt of appropriate medical documentation. In appropriate circumstances, a competency road examination may be required prior to re-issuance of a license. A reissuance of license which was voluntarily surrendered involves no fee unless your license passed its normal renewal date during the time in which it was surrendered. In this case, the fee for reissuance of a license would be the normal renewal fee.

Renewing Your Massachusetts Identification Card

It is your responsibility to renew your ID Card before the expiration date and you must inform the RMV and the U.S. Post Office of any address change. **As an ID Card holder, you are solely responsible for its safekeeping, renewal, and replacement.**

The RMV no longer mails ID card renewal notices. Please check the expiration date printed on your ID card and remember to renew before this date.

The RMV offers an Internet feature that allows you to verify your ID card status and your renewal options online.

Your ID Card is valid for five years unless it is your first ID Card, which expires on your fifth birthday after the date of issue. You may renew your ID Card up to one year before the expiration date or up to four years after the expiration date.

To renew your ID Card, visit any RMV Branch or Limited Service Branch (see *Appendix D* for locations and business hours). Each time you renew, you will have to supply your SSN or updated Social Security Denial Notice (not more than 30 days old), and pay the renewal fee.

Please note that at Limited Service Branches (as opposed to full-service Branch locations), you can pay your renewal fee by check or credit card only.

RMV Phone Center: 617-351-4500 in the 339/617/781/857 area codes
1-800-858-3926 from all other MA area codes
Monday–Friday 9 a.m.–5 p.m.
Internet Address: www.mass.gov/rmv

Eligible customers may also renew their ID Cards online every other renewal period (once every ten years). To be eligible, your ID Card photo must be less than nine years old and have been taken after your 21st birthday.

You are **not eligible** to renew online if:

- You need to change your name
- You do not have an SSN
- You have initiated a Change of Address transaction online and have not yet received a confirmation e-mail
- You want to register to vote

Turning 21? If you choose to renew your ID Card before your 21st birthday, you will receive a vertical ID Card with the words “Under 21” printed on it. However, if you renew your ID Card on or after your 21st birthday, you will receive a standard horizontal ID Card that does not have the words “Under 21” printed on it.

Change of Address or Name

If you hold a Massachusetts learner’s permit or driver’s license or ID, the law requires you to notify the RMV in writing of any address change within 30 days of the change. Go to www.mass.gov/rmv or call the RMV’s Phone Center at 617-351-4500 or 800-858-3926 and give your new address. You should also notify the U.S. Post Office of any address change within 30 days of making the change. When you give the RMV your new address, you can either add your own label to the back of your driver’s license to reflect the change, or you can pay \$20 to obtain a new license with your new address.

You must notify the Social Security Administration any time you change your name.

If you change your name, you must report the change promptly to the RMV so that all your license and vehicle records can be updated. Also, you must obtain a new driver’s license bearing your new name and signature. This transaction costs \$20 and must be done in person at a branch office.

Change of Gender Designation

If your gender identity no longer matches the gender designation printed on your Massachusetts Driver’s License or ID Card, you may be able to amend your license or ID. To do so, both you and a medical or social service provider who is treating and counseling you must complete and sign a *Massachusetts Gender Designation Change Form*. You must

also complete and sign a *License/ID Update Application*. The fee for the new license or ID Card is \$20 and a new photo-image is required. You must turn in your license or ID containing the other gender designation.

You **do not** need to provide proof of sex reassignment surgery, an amended birth certificate, or proof of a court-approved name change.

You must notify the Social Security Administration any time you change your name.

Voter Registration

If you are legally eligible to vote, you can register when you conduct a permit, license, or ID transaction at an RMV Branch or Limited Service Branch. All licensing transaction forms contain a section in which you can indicate if you wish to register to vote or update your current voter registration.

You must be a U.S. citizen and at least 18 years old at the time of the next election to register to vote.

You can choose to register with a political party or with one of the political designations on file at the State Elections Office. If you do not want to register with a particular political group, you can select “UNENROLLED” status. If you register or change your affiliation, your information will be forwarded first to the Secretary of State’s Central Voter Registry and then to your local election office, which will send you a confirmation notice in the mail.

For more information on registering to vote or the election process, call the State Election Line at 1-800-462-VOTE.

Organ and Tissue Donor Program

When you apply for a Massachusetts driver’s license or identification card, you will have the opportunity to become an organ and tissue donor. By registering as an organ and tissue donor with the RMV, you will be entered into the Massachusetts Donor Registry, which is legal consent for donation. However, you should also share your decision to donate with your family and friends so that they know about your decision to become an organ and tissue donor.

You can now register as an organ donor, or change your organ donor status, anytime on www.mass.gov/rmv

If you are planning on renewing your license or ID card online and would also like to change your organ donor status, please realize that these are separate transactions. You should change your organ donor status online first and then renew your license or ID card.

Even if you are currently a registered donor, you still need to check “yes” on question three of the license or ID card renewal form in order to remain in the donor registry.

A driver who is under the age of 18 can only register to be an organ and tissue donor with signed consent from a parent or guardian on the permit/license application. If

you have any questions, please contact one of the organ donor organizations listed below.

For more information on organ and tissue donation:

Visit www.neob.org/faq.htm or www.unos.org

Call New England Organ Bank at 1-800-446-6362

Call LifeChoice Donor Services at 1-800-874-5215

Every day, 17 people in the United States die waiting for organ transplants. Currently, there are over 97,000 total patients waiting for an organ transplant in the United States. Thousands more await life enhancing tissue transplants.

Note: The RMV is required by law to provide certain information identifying organ and tissue donors to federally-designated organ procurement organizations and other federally registered non-profit eye and tissue banks serving the Commonwealth.

Organ Donor FAQs (see www.mass.gov/rmv for more FAQs)

Q. What does the heart symbol on my license/ID represent?

A. It indicates that you are in the Massachusetts Donor Registry and have consented to organ/tissue donation.

Q. Can I be an organ/tissue donor if I don't have the heart symbol on my license/ID?

A. Yes. You can register as an organ/tissue donor anytime on www.mass.gov/rmv. You don't need to get a new license/ID. Your license/ID won't have the heart symbol, but your name will be in the Donor Registry's database. When it is time to get a new license/ID, the heart symbol will then be printed on it.

Q. What is the Massachusetts Donor Registry?

A. The Donor Registry is a database that contains the names of everyone who has signed up to be an organ and tissue donor at the RMV. The database is checked (via computer) when necessary. This eliminates the need to look for a donor card or a license that could be misplaced or lost.

Q. Do you need to carry a donor card with your license (in addition to the heart symbol)?

A. No, you do not need to carry a donor card if you have the heart symbol on your license. The heart symbol indicates that you are in the Massachusetts Donor Registry and have consented to organ/tissue donation. The Donor Registry is checked whenever an individual becomes a potential candidate for donation.

Q. Will it cost my family anything if I donate organs/tissues?

A. Organ and tissue donation is completely free. A donor's family is not charged.