Section: 1. Issuance of Driver's License

Effective Date: 06/12/2002 **Revised Date:** 10/13/2021

Authority:

Administrative

R.S. 32:405.1 R.S. 32:409.1

To view Louisiana Statutes: http://www.legis.state.la.us/

Background: All applicants for drivers' licenses or identification cards are required to present proof of identification as outlined by law.

Definitions:

- For the purpose of clarification, aliens are divided into two groups:
 - Immigrants Aliens who are permanently residing in the United States of America.
 Immigrant status may be obtained through a number of different procedures and is granted for life. Immigrant status may be revoked for specific serious crimes, such as treason, but this is not a common occurrence.
 - Non-immigrants Aliens who have been temporarily admitted to the United States.
 For more information, visit https://www.uscis.gov/.
- US Department of Homeland Security Documentation:
 - I-94 Arrival Departure Record
 - I-129 Petition for a Non-Immigrant Worker
 - o I-485 Application to Register Permanent Residence or to Adjust Status
 - I-20 Certificate of Eligibility for Non-immigrant Student Status for Academic and Language
 - I-20MN Certificate of Eligibility for Non-immigrant (M-1) Student Status For Vocational Students
 - I-797 Receipt for application for extension
 - DS-2019 Certificate of Eligibility for Exchange Visitor
 - VISA A U.S. Visa allows the bearer to apply for entry to the U.S. in a certain classification (i.e. student (F), visitor (B), or temporary worker (H)). A Visa does not grant the bearer the right to enter the United States. Admission, length of stay, and condition of stay will be determined by U.S. Customs and Border Protection (CBP) immigration inspectors. The terms and length of admission will be determined at the time and recorded on the Arrival / Departure Record (I-94 or I-94W) and in the passport.

Requirements:

- **Primary Documents -** The following documents presented by both immigrants and non-immigrants are considered primary documents for identification:
 - Permanent Resident Card
 - Country of Nationality Passport
- Name Usage Record the name as it is recorded on the Department of Homeland Security
 documentation presented. However, FNU (first name unknown) is not an acceptable name,
 even though it may be present on the Department of Homeland Security documents or
 passport. When processing, the first name field is to be left blank/empty. Therefore, the
 applicant's driver's license cannot have a first name as "FNU".
- Minors For requirements for minors attempting to acquire a driver's license or permit, refer to
 policy Section 1, Policy 8.00, <u>Authorization/Licensing of a Minor's Application for a Driver's
 License</u>.
 - For foreign exchange students only In lieu of a parent's signature, a Power of Attorney executed by a minor's parent(s) and awarding legal guardianship of the minor child to another person is acceptable. This document must be maintained with the applicant's file. Applicant must meet all other requirements.
- **Social Security Requirement -** Refer to Section 1, Policy 41.00, <u>Social Security Verification</u>, for more information on the Social Security requirements.
- Each applicant for a driver's license must comply with all identification, driver education training, and medical and vision requirements before the administration of any test.
- All first time applicants presenting a foreign driver's license from a country that does not have a reciprocal agreement with the Department are required to furnish proof of driver education training. Refer to Section 1, Policy 6.01, <u>Driver Education Requirements</u> to determine required documentation.
- All first time applicants for a learner's permit must successfully pass the knowledge test. All
 first time applicants for a Class E driver's license must also pass a road skills test.
- All applicants transferring to Louisiana that present a driver's license from a foreign country
 will be required to successfully complete the knowledge and road skills testing. Applicants
 may retain their out-of-country driver's license. See Section 1, Policy 18.01, Reciprocity with
 Other Countries.

Table 1: Immigrants Permanently Residing in the United States			
Class	Description / Details		
Permanent Resident Card I-551	Required Documentation - Current or expired permanent resident cards (I-551) are acceptable. The card must be renewed through the Department of Homeland Security. Notes It may take up to eighteen months to receive the Permanent Resident Card after approval is granted. The immigrant will have an I-551 stamp in the passport proving his resident status. Immigrants may have an I-94 or an unexpired re-entry document with the I-551 stamp. The Department of Homeland Security may also indicate on the Passport Visa that it is temporary proof of permanent residency (I-551). The I-151 is no longer acceptable. If the photograph on the I-551 was taken prior to the applicant's 14th birthday and the applicant is now over the age of 14, the applicant must be referred to the Department of Homeland Security for Issuance of a new I-551 prior to processing the application, unless the I-551 expires before his/her 16th birthday. The Department of Homeland Security will issue a receipt		
Applicants for Permanent Residency I-485	for the updated I-551. General - Application for adjustment of status to lawful permanent resident is made on the I-485 form. Required Documentation Applicants in the pending stage must show a receipt of application to the Department of Homeland Security. The receipt contains the applicant's name and the fees paid. The applicant may have an employment authorization document during the pending process. Once approved for permanent residency, the passport will have a Department of Homeland Security stamp, "Processing for I-551". This stamp is proof of legal presence. The employment authorization document is picked up once this stamp is placed in the passport. Issuance of a permanent resident card may take up to 18 months.		
Refugee	Definition - A person who flees to a foreign country or power to escape danger or persecution. Required Documentation - A refugee may or may not have a passport in his or her possession when applying for permanent status. The applicant must have Form I-94 with a status code indicating "refugee". Applicant should present an employment authorization document.		
Asylee	Definition - An immigrant in the United States or port of entry who is seeking protection because he/she has suffered or fear that he/she will suffer persecution. Requirements - Applicant should have an I-94 and a passport. Applicant may also present an Asylum Approval Letter or Order of Asylum by an Immigration Judge.		
Compact of Free Association (COFA)	Per 6 CFR 37.11(c)(1)(x), a valid, unexpired passport issued by the Republic of the General - Marshall Islands, the Republic of Palau, or the Federated States of Micronesia with an approved Form I–94, documenting the applicant's most recent admission to the United States under the Compact of Free Association between the United States and the nation that issued the passport shall be an acceptable form of identification and proof of indefinite legal presence in the United States of America. Any individual in the United States from all three nations are authorized to work incident to status. As such, they are not required to have an Employment Authorization Document (EAD) card. Citizens of these nations should be issued full-term credentials and should not be marked "Non-perm Alien". I-94 documents should still be entered into SAVE for authentication.		

Note: Applicants are eligible for a Social Security Number if status listed in Table 1.

- Non-Immigrant Aliens: Temporary admittance to the United States of America
 - Deadline on Issuance
 - A non-immigrant must show, upon original application for a Louisiana license or identification card, that there are at least 180 days left on his/her I-94 or Employment Authorization Document. Otherwise, the applicant shall be denied a Louisiana driver's license or identification card.
 - Effective August 15, 2007, aliens with an H-2A VISA (agricultural workers) can be issued an original/first-time license if there are least 60 calendar days left on their VISA document.
 - Any non-immigrant applicant of any status is eligible to renew a driver's license and/or Identification card if there are at least 30 days left on any document demonstrating legal presence.
 - If a non-permanent resident is unable to timely renew his/her driver's license due to expired documents, he/she will not be charged a delinquent (late) fee upon renewal.
 - A Louisiana driver's license is typically valid for six years. If a non-permanent resident alien has less than six (6) years of legal presence remaining on his/her immigration documents when applying for a driver's license or identification card, the credential will be issued with a variable expiration date to reflect his/her last day of legal presence. The credential will display "Limited-Term".

o I-94 General Notes

- Canadian citizens may or may not have an I-94 card, but must obtain a status from the Department of Homeland Security for driver's license or identification card issuance.
- The I-94 document is acceptable in handwritten form or electronic printout from the U.S. Citizenship and Immigration Services.
- An applicant will often present an I-94 that is expired, but the applicant will have a valid employment authorization document, or vice versa. If the applicant can present valid documentation, whether it is one document or several, that documentation will suffice for legal presence.
- Employment Authorization Document: A photo ID issued by the Department of Homeland Security as evidence of employment authorization. The document is only valid during the validity period of the card. The employment authorization document has two form numbers, I-688B and I-766. Both forms are acceptable.
- **Table 2: Non-Immigrant Aliens** is a list of status codes that may be eligible for a Louisiana license or identification card. The attached listing is not inclusive. Other statuses may be considered for issuance of driver's licenses and identification cards.

Table 2: Non-Immigrant Aliens: Temporary Admittance to the United States			
Class	Description / Details	SSN Eligible (Note 1)	Requirements and Exceptions
A-1	Certain diplomats and their immediate family (Ambassador, Public Minister, Career Diplomat, or Consular Officer or Immediate family)	No	No issuance by OMV Exception is allowed only when an original letter on letterhead from the US Department of State, Office of Foreign Missions, is presented indicating that the individual is not accorded diplomatic immunity or privileges. The individual would have to have an I-94 in addition to the letter. Note: This letter is only valid 90 days from issuance.
A-2	Certain diplomatic personnel and their immediate family (other foreign government official, employee, or immediate family)	No	
A-3	Domestic staff of an A-1 or A-2 and the staff's person's immediate family (attendant, servant, or immediate family of personal employee of an A-1 or A-2)	Yes	
B-1	Temporary Visitor for Business	Yes (if EAD issued)	No issuance by OMV Exception is allowed only if an Employment Authorization Document is issued.
B-2	Tourist (temporary visitor for pleasure)		No issuance by OMV
B-1 / B-2 / BCC	Combination of B-1/B-2 and Border Crossing Card		
BCC	Border Crossing Card		
C-1 C-2	Alien in transit through the U.S. Representative in transit to or from the United Nations Headquarters District (Person in transit to United Nations Headquarters)	No	
C-3	Government Representatives in transit through the U.S. (foreign government official, immediate family, attendant, servant, or personal employee in transit)		
C-1/D	Combination transit/crew member Visa		
D	Crew member for sea or air		
D-1	Crewman staying on the same vessel		
D-2	Crewman changing to another vessel	No	No issuance by OMV
DV-1	Diversity Visa Winner	Yes	I-129
E-1	Treaty Trader, their spouse, and unmarried children under 21		1-94 or Employment Authorization
E-2	Treaty Investors, their spouse, and unmarried children under 21	No	Document for spouse
E-3	Australian Specialty Occupation Worker		1-94 or Employment Authorization Document
E-3D	Spouse or children under 21 of E-3		1-94 or Employment Authorization Document for spouse and 1-94 for children under 21
E-3R	Returning E-3	No	1-94 or Employment Authorization Document
EX1	Schedule – A worker, new arrivals	Yes	
F-1 (Note 2)	Student (I-20)	Yes, if employed	I-94 AND I-20 AB or Employment Authorization Document

Class	Description / Details	SSN Eligible (Note 1)	Requirements and Exceptions
F-2 (Note 2)	Spouse or child of student	Yes, if employed	I-94 and I-20 AB and the F-1's I-20
F-3	Canadian and Mexican academic students who commute across the U.S. land border to attend school within 75 miles of the border	No	I-94 (Multiple Entry) and I-20
G-1	Principal representative of certain international organization, accredited members, their staff, and immediate family	No	No issuance by OMV Exception is allowed only when an original letter on letterhead from the US Department of State, Office of Foreign Missions, is presented indicating that the individual is not accorded diplomatic immunity or privileges. The individual would have to have an I-94 in addition to the letter. Note: This letter is only valid 90 days from issuance.
G-2	Other accredited representatives of certain international organizations and their immediate family	No	No issuance by OMV Exception is allowed only when an
G-3	Persons who qualify under G-1 or G-2 except that the government is not recognized by the U.S. or is not a member of the international organization and their immediate family		original letter on letterhead from the US Department of State, Office of Foreign Missions, is presented indicating that the individual is not accorded diplomatic
G-4	International organization officer or employee and immediate family		immunity or privileges. The individual would have to have an I-94 in addition
G-5	Domestic staff of a person or family member with status as a G-1 through G-4 and the staff person's immediate family		to the letter. Note: This letter is only valid 90 days from issuance.
H-1	Temporary worker of distinguished merit and ability		
H-1A	Temporary worker performing services as a Registered Nurse	Yes	I-94 or Notice of Action Form I-129 (I-
H-1B	Temporary worker of distinguished merit and ability performing services other than a Registered Nurse		797) or Employment Authorization Document
H-1 B-1 H-1C	Free Trade Agreement worker (Chile/Singapore)		
H2A	Nurse in health professional shortage area Temporary worker performing agricultural services unavailable in the United States	Yes	I-94 or Notice of Action Form I-129 (I-
H2B	Temporary Worker performing other services		
H2R	Returning H-2B Worker		797) or Employment Authorization Document
H-3	Trainee and Special Education Exchange Program Visitors		
H-4	Spouse and unmarried children under 21 of H category workers and trainees	Yes, if approved by Social Security	I-94 or Notice of Action I-129 (I797) or Employment Authorization Document
I	Representative of foreign information media, spouse, and unmarried children under 21	Yes – Principal No - Spouse and children	I-94
J-1	Exchange Visitor Program: May be a student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialize knowledge or skill	Yes, if employed	I-94 DS-2019

Class	Description / Details	SSN Eligible (Note 1)	Requirements and Exceptions
J-2 (Note 3)	Spouse and unmarried children under 21 of a J-1 non-immigrant	Yes	I-94 or DS-2019 or Employment Authorization Document, if employed
K-1	Fiancée of United States Citizen	No	No Issuance by OMV. Note: Once married to a US Citizen, must provide the passport, marriage license certificate, and Notice of Action I- 797 for change of status to be issued a DL/ID.
K-2	Unmarried children under 21 of a K-1 non- immigrant	No	No Issuance by OMV Note: After K-1 is married to a US Citizen, child must provide all documentation for the first time issuance and Notice of Action I-797 for change of status to be issued a DL/ID.
K-3	Spouse of a U.S. Citizen awaiting availability of immigrant VISA	Yes	I-94 or Employment Authorization Document, if employed
K-4	Certain unmarried children under 21 of a K-3 non-immigrant	Yes	I-94 or Employment Authorization Document, if old enough to legally work in the U.S.
L-1	Intra-company transferee employment verification		
L-1A	Intra-company transferees who are executives and managers	Yes	I-94 or Notice of Action I-129 (I-797) or Employment Authorization Document
L-1B	Intra-company transferees who have qualifying specialized knowledge		
L-2	Spouse and unmarried children under 21 of an L1-A or L1-B worker		
M-1 (Note 2)	Vocational Student	Yes	I-94 or I-20MN or Employment Authorization Document, for practical training purposes only
M-2	Spouse and unmarried children under 21 of an M-1 non-immigrant	No	I-94 or I-20 MN of M-1
M-3	Canadian and Mexican vocational students who commute across the U.S. land border to attend school within 75 miles of the border	Yes, if approved by Social Security	I-94 or I-20 MN (Employment Authorization Document, for practical training purposes only)
NATO 1-6 (Note 3)	NATO personnel on assignment in the U.S.		No Issuance by OMV Exception: Allowed only when an original letter on letterhead from the U.S. Department of State, Office of Foreign Missions, is presented indicating that the individual is not accorded diplomatic immunity or privileges. The individual would have to have an I-94 in addition to the letter. Note: The letter is only valid for 90 days from issuance.
N-8 N-9	Parent of an immigrant classified as SK-3 or SN3 Children unmarried under 21 of N-8 or SK1-4,	Yes	I-94 or Employment Authorization Document
IN-S	SN-1-2, or SN-4		

Class	Description / Details	SSN Eligible (Note 1)	Requirements and Exceptions
O-1	Non-Immigrant with extraordinary abilities in science, arts, education, business, or athletics	Yes	I-94 or Notice of Action I-129 (I-797)
O-2	Support personnel to an O-1 non-immigrant worker		
O-3	Spouse or child of O-1 or O-2 spouse and unmarried children under 21 of an O-1 or O-2 non-immigrant		
P-1	Internationally recognized athlete or entertainment group member		
P-2	Artist or entertainer in a reciprocal exchange program		
P-3	Artist or entertainer in a cultural exchange program		
P-4	Spouse or child of P-1, P-2, or P-3	Yes	I-94 or Notice of Action I-129 of P-1, P-2, or P-3
Q-1	Participants in an international culture exchange program	Yes	1-94
R-1	Alien in a religious occupation	res	
R-2	Spouse or child of R-1		
S-5, S-6, S-7	Special interest alien	No	I-94
TN	NAFTA professional Canadian/Mexican Citizens	Yes	I-94 or Notice of Action I-129 (I-797)
TD	Spouse or child of NAFTA professional	Yes	I-94 or Notice of Action I-129 (I-797)
V-1	Spouse of an alien lawfully admitted for permanent residency		I-94 or Employment Authorization Document
V-2	An eligible spouse of an alien lawfully admitted for permanent residence	Yes	
V-3	A child of either V-1 or V-2 if eligible to accompany or follow to join principal alien lawfully admitted		
TWOV	Transit without VISA	No	No Issuance by OMV
WT	Visa Waiver Program Visitor for Pleasure		
WB	Visa Waiver Program Visitor for Business		
oos	Order of Supervision, issued to individuals who are ordered deported, but are stateless and therefore, cannot be deported. Such an order grants legal presence.	Yes	I-94 or Employment Authorization Document
Parolees	An alien is allowed into the United States for urgent humanitarian reasons.		

Note 1: Applicant is or is not eligible for a Social Security Number

Note 2: Student non-immigrants (F-1, J-1, M-1) are issued an I-20 or its equivalent which must be presented at time of application. The I-20 will list the school, length of the program, and a contact person and phone number of the student representative at the school. If the I-20 indicates an out of state school, the applicant will need to submit a current document with a Louisiana address. If it is necessary to verify information for a non-immigrant, this contact information can be used to verify details.

Note 3: The US Department of State has determined that an individual who is presented in the United States in NATO (North Atlantic Treaty Organization) VISA status is not eligible to be licensed to drive or to obtain an identity card from the US Department of State. In fact, many of them are permitted by treaty to drive in the United States with their valid license from their local Department of Motor Vehicles. In any case, due to their ineligibility for motor vehicles services from the US Department of State's Office of Foreign Missions (OFM), the Department has determined that there should be no need for any individuals present in the United States in NATO VISA status to be required to present the Department's non-edibility letter to seek motor vehicle services from local jurisdictions.

Notes:

- Most non-immigrants with the number "2" in their status code will be dependents of another non-immigrant. Dependents accompanying student non-immigrants will be listed on the reverse side of the I-20. Dependents may or may not have their own I-20. Additional documentation to verify the dependent's status may require the submission of paperwork verifying the status of the non-immigrant they are accompanying.
- For more information regarding extensions, visit https://www.uscis.gov.

Related Policies:

Section 1, Policy <u>6.00 Identification Requirements</u>

Section 1, Policy 6.01 Driver Education Requirements

Section 1, Policy 8.00 Authorization/Licensing of a Minor's Application for a Driver's License

Section 1, Policy 10.00 Knowledge Examinations for all Classes

Section 1, Policy 12.00 Road Skills Test

Section 1, Policy 18.00 Out-of-State Transfers

Section 1, Policy 18.01 Reciprocity with Other Countries

Section 1, Policy 19.00 Identification Cards

Section 1, Policy 41.00 Social Security Verification