Need to transfer your out-of-state driver license or ID card to Florida? Follow these 6 easy steps!

For additional information about an item, please refer to the corresponding section.

To transfer your driver license/ID card to Florida from another US State or US Territory (Puerto Rico, Guam, etc.), because of the US Federal Real ID Act (https://www.dhs.gov/real-id), EVERYONE must present the following documents the first time he or she obtains a driver license or ID card even if your out-of-state driver license/ID card is Real ID Compliant or you previously had a driver license/ID card in Florida.

Follow Steps 1-6 to quickly and easily obtain your Florida driver license or ID card:

1. Appointments REQUIRED / Office Locations
2. Bring proof of your citizenship or legal presence (identity)
3. Bring proof of your name change (if applicable)
4. Bring proof of your residential address
5. Bring proof of your social security number
6. Bring your out-of-state driver license or ID card

Additional important information:
- Acceptable methods of payment and estimated fees
- Add US Military Veteran Designation to your driver license or ID card
- How to obtain birth, marriage, and other records
- Out-of-state driver licenses with suspensions/revocations/unpaid tickets and other issues
- Non-Manatee County residents

1. Appointments REQUIRED / Office Locations

Appointments are REQUIRED for all transactions! Visit taxcollector.com to schedule an appointment. We only serve Manatee County residents. Individual appointments are required for each person for all transactions. For example, a married couple who have two children – all four are getting driver licenses – four separate appointments would be required (one for each person).

To complete your driver license or ID card transaction at one of our offices, you must complete an Application for Driver License or ID Card (https://www.powerdms.com/public/MCTC/documents/2102408). We have three convenient offices to serve you: Our DeSoto Office (located closest to the Island, West and Central Bradenton), our Lakewood Ranch Office (located closest to Lakewood Ranch and East Manatee County), and our North River Office (located closest to Palmetto, Ellenton, and Parrish).

2. Proof of Citizenship or Legal Presence (Identity) – Bring One

Bring one of the following documents for proof of your citizenship or legal presence (identity):

- Unexpired US Passport
- US Naturalization Certificate
- No Proof Available/No Proof of Legal Presence – Florida does not issue driver licenses/ID cards in this case; you must submit a proof of your identity
- Original or Certified US Birth Certificate (must be government issued)
- INS (USCIS) Documentation (if presented, you must visit our Driver License Office)

3. Proof of Name Change (if applicable) – Bring ALL

If your current name is different than your name as listed on your proof of citizenship/legal presence, bring all that apply for proof of your legal name change (if applicable):

- Original or Certified Marriage License/Certificate (must be government issued – cannot be issued by a church)
- Divorce Decree
- Court Order

Note: You must report any name change to Social Security at least 48 hours before visiting our office so that your name verifies in the State driver license system and the Social Security Administration’s database.
4. Proof of Residential Address – Bring Two

Bring two documents for proof of your residential address – it cannot be a PO Box. The documents must show your name and your residential address.

- Any postmarked mail w/sender information listed
- Cell phone/cable bill
- Rental/lease agreement
- Car/boat registration
- Voter registration card
- Bank/financial statement
- Federal/State EBT account printout
- Federal/State/County – mail or account
- Screen print from car insurance or other bill or business account
- Homeless – Letter from authorized Manatee County Non-Profit Agency serving the homeless indicating that you are a client receiving services is required
- If you live with someone and you cannot provide a signed lease, or other documents, both parties must visit our office to sign affidavits/statements

5. Proof of Social Security Number – Bring One

Sections 322.051 and 322.08, Florida Statutes, require customers to present proof of social security number (SSN). Proof must list full name and full SSN. Bring one of the following documents for proof of your SSN:

- Social Security Card or Stub
- W-2/1099 Form (pre-printed)
- Pay Stub
- L-676 Form (# never issued)
- Military ID card
- Self-Certify – For those who have had a social security card in their name for a least one year – Note: SSN must match in the State driver license system.

Note: You must report any name change to Social Security at least 48 hours before visiting our office so that your name verifies in the State driver license system and the Social Security Administration’s database.

6. Bring Your Out-of-State Driver License or ID Card

You will surrender your out-of-state driver license/ID card to our office when you obtain your Florida driver license or ID card. Because of the US Federal Real ID Act, you may only retain one credential – either a driver license or ID card, not both. You also cannot have driver licenses or ID cards from multiple US States or US Territories.

Please Note: If your driver license has been expired for more than one (1) year, you may be required to complete additional testing.

If your out-of-state driver license or ID card is lost/stolen, you must schedule an appointment for “ID: First Time ID” at our Driver License Office at 904 301 Blvd. W. in Bradenton – this is the only office that can process these transactions. This office will attempt to verify you have been issued an out-of-state driver license or ID card, but there may be delays in receiving this confirmation from the State that issued your driver license or ID card. Please allow 3-5 days after you visit for the verification and for the issuance of a Florida driver license or ID card. In addition, in cases where you have lost your out of state license or ID card, additional documentation may be required to be obtained by you to be presented to our office, including but not limited to: a driving transcript from your home state; a law enforcement fingerprint scan (RAPID ID); other documents as necessary.

Acceptable Methods of Payment and Estimated Fees

We accept cash, check, debit cards, and credit cards. A $2.50 processing fee for debit cards and a 2.5% processing fee (minimum of $2.50) for credit cards will apply. Our office does not retain any portion of this fee.

Estimate of fees for transferring your out-of-state driver license or ID card to Florida:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver License</td>
<td>$54.25</td>
</tr>
<tr>
<td>Commercial Driver License**</td>
<td>$81.25</td>
</tr>
<tr>
<td>ID Card</td>
<td>$31.25</td>
</tr>
<tr>
<td>Endorsements</td>
<td>$7.00 (each)</td>
</tr>
</tbody>
</table>

**All Commercial Driver License (CDL) transactions (including questions) are processed at our Driver License Office only.

Add US Military Veteran Designation to your Driver License or ID Card

If you are Veteran of the US military, bring proof of your Honorable Discharge (e.g. a copy of your DD-214, Veteran Identification Card issued by US Department of Veterans Affairs, etc.) and we will add this designation to your driver license or ID card. There is no additional cost to add this designation when transferring your driver license or ID card to Florida.
How to Obtain Records – Birth Certificates, Divorce Decrees, Marriage Certificates, etc.

**Nationwide records access** – VitalChek (https://www.vitalchek.com) a private company, sells the following certificates nationwide:

- [Birth certificates](https://www.vitalchek.com/birth-certificates)
- [Death certificates](https://www.vitalchek.com/death-certificates)
- [Marriage certificates](https://www.vitalchek.com/marriage-records)
- [Divorce certificates](https://www.vitalchek.com/divorce-records)

Although we don’t “officially” endorse this company and there are other competitors on the internet, customers have told us that they have obtained their records from this company when they were in a time crunch. (It is also the official 3rd party provider recommended by the Florida Department of Health.)

**Florida records access** – For anyone born in Florida needing birth certificate records from any of Florida’s 67 counties, the [Florida Department of Health in Manatee County](http://manatee.floridahealth.gov/certificates/birth/index.html) has access to them. Even if you were born in another county, the local office can access and print most birth certificates for persons born anywhere in Florida.

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**Out-of-State Driver Licenses with Suspensions/Revocations/Unpaid Tickets and Other Issues**

Each person attempting to receive a Florida driver license is checked against a national driver registry to determine if the person has a valid out-of-state license and whether or not they have unpaid tickets or unresolved driving issues in any state. Advances in computer systems are increasingly discovering more and more issues, some of which may have occurred years ago. Ensure all of your issues are resolved before visiting our office. Each visit to our office where we check this system costs the customer at least $6.25 and, when issues are found, delays the issuance of your driver license.

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**Non-Manatee County Residents**

**Not a Manatee County resident?** Since we only serve Manatee County residents, you will need to visit your home county tax collector’s office.