

Driver's License Customer Guide

*****This is a general guide and additional information may be required*****

If your transaction is not listed, please call 303-205-5600

Renewal of Out of State Identification or Driver's License

- Current out of state identification/driver's License/permit. Not more than one year expired.
- Proof of Social Security Number
 - Examples:
 - Non-laminated Social Security Card
 - W2
 - 1099 – If client owns business
 - Paycheck stub with full social
- State/County Certified Birth Certificate OR valid United States passport
- Two proofs of your current address
 - Electronic proof accepted (Must be dated within the last year)
 - Note: No forwarding labels or alterations allowed.
- Proof of any name changes (If applicable)
 - Example: Married 2016 – divorced 2017 – married again 2017 – divorced in 2018.
 - Required: All four certified documents showing name changes.

Downgrading from a Colorado Driver's License to an Identification Card

- Colorado Driver's License (Not more than one year expired)
- Two proofs of address necessary if your address differs from what's shown on existing Colorado Driver's License or Identification card.

Renewal of Colorado Identification Card or Driver's License with Name Change

- Colorado Identification Card or Driver's License
- Proof of name change
 - Examples:
 - Marriage license
 - Court Order

Renewal of Colorado Driver's License or Identification Card with No Changes

- Colorado Driver's License or Identification Card

Adding a Motorcycle Endorsement to an Existing Colorado Driver's License

- Colorado Driver's License
- Motorcycle Safety Foundation (MSF) Card. This is provided upon completion of a motorcycle safety course.

Adding a Motorcycle Endorsement while Changing an Out of State Driver's License to a Colorado Drivers License

- Current out of state Driver's License
- Motorcycle Safety Foundation (MSF) Card. This is provided upon completion of a motorcycle safety course.
- Proof of Social Security Number
 - Examples:
 - Non-laminated Social Security Card
 - W2
 - 1099 – If client owns business
 - Paycheck stub with full social
- State/County Certified Birth Certificate OR valid United States passport
- Two proofs of your current address
 - Electronic proof accepted (Must be dated within the year)
 - Note: No forwarding labels or alterations allowed.
- Proof of any name changes (If applicable)
 - Example: Married 2016 – divorced 2017 – married again 2017 – divorced in 2018.
 - Required: All four certified documents showing name changes.

Changing to a Colorado License from an Out of State License with an Existing Motorcycle Endorsement

- Current out of state Driver's License
 - Endorsement must appear on the out of state license
- Proof of Social Security Number
 - Examples:
 - Non-laminated Social Security Card
 - W2
- State/County Birth Certificate OR passport
- Two proofs of your current address
 - Electronic proof accepted (Must be dated within the year)
 - Note: No forwarding labels or alterations allowed.
- Proof of any name changes (If applicable)
 - Example: Married 2016 – divorced 2017 – married again 2017 – divorced in 2018.
 - Required: All four documents showing name changes.

Expired Identification Cards and Driver's License

- **Out of State Identification and Out of State Driver's License**
 - Cannot accept if more than one year expired. Please visit the State office for the renewal process.
- **Colorado Driver's License**
 - Cannot accept if its more than one year expired. Please visit the State office for the renewal process.
 - Note: Our offices can downgrade a Colorado Driver's License that is more than one year expired to an Identification Card.
- **Colorado Identification Card**
 - Cannot accept if it is more than ten years expired. Please visit the State office for the renewal process.

Motor Vehicle Record (MVR) with Current Colorado Driver's License/Identification Card

- Colorado Driver's License/Identification card

Motor Vehicle Record (MVR) with an Out of State Driver's License

- Cannot process MVR with out of state driver's license
 - Please follow the procedures to obtain a Colorado Driver's License

State Office Required Transactions

Colorado Springs Locations: 2447 N Union Blvd, Colorado Springs CO 80909

Website: <https://www.colorado.gov/pacific/dmv>

- First time driver's permits, licenses, or identification cards
- Written or behind the wheel testing
- Commercial Driver's License (CDL) services
- Hearings and Reinstatements
- Lost out of state license driver's licenses and identification cards
- Those seeking a Colorado driver's license using immigration documents
- Those seeking a Colorado driver's license using their out of state Motor Vehicle Report (MVR)
- Those seeking Colorado Driver's License or Identification services using photocopies or laminated documents
- Those with driver's license or identification cards stating "Not Valid for Federal Identification Voting, or Public Benefit Purposes"