

Appendix A

CDL Certification Form

Michigan Department of State COMMERCIAL DRIVER LICENSE CERTIFICATION

Full Name: (Please Print)	
Driver's License Number:	Date of Birth:

I am applying for the following Commercial Driver License (CDL):

CDL GROUP DESIGNATION: (Choose only one) See reverse side for description of CDL group designations.		
☐ GROUP A	☐ GROUP B	☐ GROUP C
CDL ENDORSEMENTS: (Choose as many as you need) See reverse side for description of CDL endorsements.		
☐ H-HAZARDOUS MATERIALS ☐ N-TANK VEHICLE ☐ P-PASSENGER VEHICLES* ☐ S-SCHOOL BUS ☐ T-DOUBLE/TRIPLE TRAILERS		
*What type of vehicle do you drive when operating a vehicle requiring a passenger endorsement? Select one. ☐ GROUP A ☐ GROUP B ☐ GROUP C		
CERTIFYING TO THE TYPE OF COMMERCIAL MOTOR VEHICLE (CMV) DRIVING I WILL DO AS REQUIRED IN 49 CFR PARTS 383 AND 391 (Choose only one): See the reverse side for more information on driving types.		
I will operate, or expect to operate a vehicle used in the following manner: ☐ <u>Non-excepted Interstate</u> - I will operate a commercial motor vehicle outside of Michigan and am legally required to have a medical certificate. You must also provide a medical certification document. ☐ <u>Excepted Interstate</u> - I will operate a commercial motor vehicle outside of Michigan, only for an excepted purpose and am not legally required to have a medical certificate. ☐ <u>Non-excepted IntraState</u> - I will operate a commercial motor vehicle only within Michigan (IntraState commerce) and am legally required to have a medical certificate. ☐ <u>Excepted IntraState</u> - I will operate a commercial motor vehicle only within Michigan for an excepted purpose and am not legally required to have a medical certificate.		
CDL RESTRICTIONS: (Choose only one)		
The vehicle I will operate is: ☐ Equipped with air brakes ☐ Not equipped with air brakes (Restriction Code L)		
Please answer all of the following questions. Your driving record will be verified before you take any test. A starred (*) response to one or more of these questions will disqualify you from obtaining a CDL.		
1. Do you reside at a permanent Michigan address with the intention of remaining in Michigan?	☐ Yes	☐ No
2. Do you have a driver's license from more than one state? (Section 257.301 of the Michigan Vehicle Code and 49 CFR 383.21 of the Federal Safety Rules prohibit drivers from holding more than one driver's license.)	☐ Yes	☐ No
3. Are you currently disqualified or suspended from operating commercial motor vehicles in Michigan or any state?	☐ Yes	☐ No
4. Is your driving privilege currently suspended, revoked, denied, or canceled in Michigan or any state?	☐ Yes	☐ No
5. Unless exempt under the Federal Motor Carrier Safety Administration (FMCSA) rules, do you meet the driver qualification standards to operate a commercial motor vehicle as stated in 49 CFR Part 391? If yes, you should have a valid Medical Examiner's Certificate (also known as a DOT card) and a valid FMCSA Skills Performance Evaluation (as needed).	☐ Yes	☐ No
6. Unless exempt under the FMCSA rules, which includes operating a bus for a public transit agency, do you meet the qualification standards to operate a commercial motor vehicle under the Michigan Motor Carrier Safety Act (1963 PA 161) or Michigan Pupil Transportation Act (1980 PA 187)? If yes, you should have either a valid Michigan Motor Carrier Waiver or a valid Medical Examiner's Certificate (also known as a DOT card) if under the MI Pupil Transportation Act.	☐ Yes	☐ No
7. If required, is the vehicle you will use for the CDL skills test representative of the vehicle that you will operate once licensed?	☐ Yes	☐ No
8. As required by the Federal Motor Carrier Safety Regulations, Part 383, section 73, please list any state where you held a license within the last ten years.		
9. As required by the Federal Motor Carrier Safety Regulations, Part 383.71, can you present proof of U.S. citizenship or legal presence to obtain a CDL? Acceptable documents are annotated by (a) below.	☐ Yes	☐ No
10. As required by the Federal Motor Carrier Safety Regulations, Part 383.71, can you present proof of U.S. citizenship or Lawful Permanent Resident Status to obtain a Hazard Endorsement? If no, Hazard Endorsement cannot be issued. Acceptable documents are annotated by (H) below.	☐ Yes	☐ No
Department of State Use only (Circle Document Type Presented) <u>Acceptable Proof of U.S. Citizenship:</u> - H_a Unexpired U.S. passport or passport card - H_b Original or certified copy of birth certificate issued by a state, county, municipal authority, or satisfying possession of the U.S. bearing an official seal. - H_c Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545) - H_d Certificate of Naturalization (N-550, N-570 or N-578) - H_e Certificate of U.S. Citizenship (N-560 or N-561) <u>Acceptable Proof of Legal Presence for Non-U.S. Citizens:</u> - H_a Valid, unexpired Permanent Resident Card, issued by USCIS or INS. • Foreign passport with Machine Readable Immigrant visa with Temporary I-551 Language • Temporary I-551 stamp in valid unexpired Foreign passport or passport card • Employment Authorization Card (I-766) (unexpired) • Refugee Travel Document (I-571) (valid, unexpired) with stamped I-94 • Foreign passport (unexpired) with an I-94 Arrival/Departure form • Foreign passport (unexpired) with an admission stamp and/or U.S. visa • Approved U.S. Department of Labor Certification with Foreign Passport (unexpired) with a port-of-entry stamp or U.S. visa (unexpired) • Currently expired USCIS documents accompanied by an I-797 receipt showing a request in process to extend or adjust status may be accepted if the adjustment or change in status can be verified by SAVE.		
I certify the information disclosed on this form is true. I understand making a false statement when applying for a driver's license is a felony.		
Signature: X		Date:

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Authority granted under Public Act 300, as amended.

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CDL GROUP DESIGNATIONS

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

CDL ENDORSEMENTS

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

DRIVING TYPES

Non-excepted interstate. Operates a commercial motor vehicle outside of Michigan and must provide a legible copy to the Secretary of State of one of the following medical certification documents: - A <u>completed</u> Medical Examiner's Certificate signed by a medical professional who is registered with the National Registry of Certified Medical Examiners (NRCME). - If your medical certificate indicates that your CDL driving privilege must be accompanied by an FMCSA Skills Performance Evaluation and/or an FMCSA waiver/exemption, then you must carry this documentation with you, along with your medical certificate, while operating CMV. Note: Transportation with a CMV within state lines is considered interstate commerce if the origin and/or destination of the load crosses state lines.
Excepted interstate. Operates a commercial motor vehicle outside of Michigan, only for "excepted" purposes listed below. Note: Transportation with a CMV within state lines is considered interstate commerce if the origin and/or destination of the load crosses state lines. Excepted Interstate Purposes: <u>49 CFR §390.3(f)</u>: State and federal transportation, occasional transportation of personal property not for compensation, transportation of human corpses or sick/injured persons, fire trucks and rescue vehicles, commercial vehicles designed or used to transport between 9 and 15 passengers (including the driver), transportation of propane winter heating fuel. <u>49 CFR §391.2</u>: Farm custom operations, apian industries (beekeepers seasonally transporting bees), certain farm vehicle drivers. <u>49 CFR §391.68</u>: Private motor carrier of passengers (non-business). <u>49 CFR §398.3</u>: Driver of migrant workers.
Non-excepted intrastate. Operates a commercial motor vehicle only within Michigan (intrastate commerce). Your medical certificate does not have to be provided to the Secretary of State, however, it must be in your possession when operating your Commercial motor vehicle. If your medical certificate must be accompanied by a Michigan Motor carrier waiver, then this documentation must be in your possession, along with your medical certificate, while operating your Commercial Motor vehicle.
Excepted intrastate. Operates a commercial motor vehicle only within Michigan (intrastate commerce) only for an excepted purpose listed below. Excepted Intrastate Purpose: <u>MCL 480.15(2)-(5)</u>: A self-propelled implement of husbandry or an implement of husbandry being drawn by a farm tractor or another implement of husbandry, public utility, telephone, and cable television company service vehicles that do not meet the definition of a commercial motor vehicle in 49 CFR part 383, or a public utility service vehicle used in cases of emergency.

Applying for a license or ID? U.S. Citizens, Permanent Residents & Refugees Need the Following Documents:			
To ensure your application process is as smooth as possible, remember: ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at www.Michigan.gov/sos or call the Department of State Information Center at 888-SOS-MICH (767-6424). ✓ Documents must be originals or copies certified with a raised seal or stamp. ✓ Faxed or photocopied documents will NOT be accepted.			
1 Your Social Security number or letter of ineligibility Present ONE of the following to demonstrate a valid Social Security number or ineligibility. ☐ Social Security card or other Social Security Administration document containing your name and Social Security number. ☐ W-2 or 1099 form. ☐ Pay stub containing your name and Social Security number. ☐ U.S. military ID card or other U.S. military document containing Social Security number (DD-2, DD-214, DD-1173 or CAC card.) ☐ Completed U.S. 1040 tax return form ☐ Letter of ineligibility from the Social Security Administration (applies to applicants that are not eligible to work due to their legal status). Letters more than 30 days old will not be accepted. ☐ Other government issued documents showing a partial or full Social Security number. Note: Social Security information will be verified. You may be required to correct information with the Social Security Administration before your driver's license or state ID card application can be processed. Your first and last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.  SOS-428 (04/15)	2 Legal presence Present at least ONE of any of the documents from this column. ☐ Certified birth certificate with stamp or raised seal issued by a U.S. or U.S. territory government office. ☐ Michigan Delayed Foreign Birth Certificate with adoption record and USCIS Immigration documents. (Subject to verification using the Systematic Alien Verification for Entitlements System) ☐ Valid, unexpired U.S. passport or passport card. ☐ Enhanced Michigan Driver's License or ID card. ☐ U.S. Department of State (FS-240, DS-1350 or FS-545). ☐ U.S. Census Record (This document requires verification, which may take more than one day.) ☐ Applies to older applicants who do not have a birth certificate filed with vital records. ☐ Census record must be from the first or second Census after the applicant's birth. The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVE). Approval may take longer than one day. ☐ Valid Permanent Resident Card (I-551). ☐ Valid, unexpired Employment Authorization Card (I-766). ☐ Machine readable immigrant visa with temporary I-551 language. ☐ Temporary I-551 stamp on foreign passport or I-94. ☐ Certificate of Citizenship (N-560 or N-561). ☐ Certificate of Naturalization (N-550, N-570 or N-578). ☐ Valid, unexpired Reentry Permit (I-327). ☐ Valid, unexpired Refugee Travel Document (I-571) with a stamped, valid I-94. ☐ Other DHS-issued documents with I-94 or Alien Registration Number (A#).	3 Identity verification Present original documents to establish identity. MORE THAN ONE document may be required. ☐ Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Licenses or ID cards expired for less than one year will be accepted.) ☐ Valid, unexpired U.S. passport or passport card. ☐ Marriage license issued in the U.S. ☐ Divorce decree issued in the U.S. ☐ U.S. court order for a name change. ☐ Photo ID card issued by a federal or Michigan government agency. ☐ U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS). ☐ U.S. military ID card with photo (DD-2, DD-1173 or CAC card). ☐ U.S. military discharge or separation documents, such as a DD-214. ☐ Tribal photo ID card from a federally recognized Native American tribe. ☐ Michigan Department of Corrections prisoner ID card. (This document requires verification, which may take more than one day.) ☐ Michigan driver education certificate. (For applicants age 18 and younger.) ☐ Michigan adoption record. ☐ U.S. school records (School ID cards with name and photo, diplomas, transcripts, yearbooks, or record of attendance). ☐ If the applicant is below age 18 and does not have one of the above, a parent or guardian may present their driver's license or ID and sign for the teen. ☐ A second document from group #2 may also be accepted. ☐ The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or Immigrant visa. Note: If none of the documents listed above are available, other identity documents may be accepted. These documents require verification, which may take more than one day.	4 Proof of Michigan residency Present at least TWO documents with your name and Michigan residence address. ☐ Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.) ☐ Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.) ☐ Michigan high school, college or university report cards or transcripts. ☐ Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.) ☐ Pay stub or earnings statement issued with the name and address of the employer. ☐ Life, health, auto or home insurance policy. ☐ Federal, state or local government documents, such as receipts, licenses or assessments. ☐ Michigan title and registration. (The registration must show current residential address.) ☐ Other documents containing your name and address may be accepted with manager approval. Note: Residency documents in a family member's name may be used if the family relationship can be established. Michigan P.O. boxes are not an acceptable residence address. Documents needed: _____ _____ _____ _____ _____

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Applying for a license or ID?

Applicants with Temporary Legal Presence
Need the Following Documents:



To ensure your application process is as smooth as possible, remember:

- ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at www.Michigan.gov/sos or call the Department of State Information Center at 888-SOS-MICH (767-6424).
- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will NOT be accepted.
- ✓ Foreign driver's licenses are accepted as proof of driving experience only.

- ✓ License or ID will have Limited Term (LT) indicator and may be valid until one of the following:
 - Limited term legal presence expires.
 - Applicant's 18th or 21st birthday.
 - Four years from last birthday, if limited term legal presence is more than four years.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department may retain images or copies of any document presented.
- ✓ Document approval may not occur in the same day and may require an additional visit.
- ✓ License and ID fees are not prorated.

1 Your Social Security number or letter of ineligibility

Present ONE of the following to demonstrate a valid Social Security number or ineligibility.

- ☐ Social Security card or other Social Security Administration document containing your name and Social Security number.
- ☐ W-2 or 1099 form.
- ☐ Pay stub containing your name and Social Security number.
- ☐ U.S. military ID card or other U.S. military document containing Social Security number (DD-2, DD-214, DD-1173 or CAC card.)
- ☐ Completed U.S. 1040 tax return form
- ☐ Letter of ineligibility from the Social Security Administration (applies to applicants that are not eligible to work due to their legal status). Letters more than 30 days old will not be accepted.
- ☐ Other government issued documents showing a partial or full Social Security number.

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

Your first and last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.



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2 Legal presence

Present at least ONE of any of the documents from this column.

The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVE). Approval may take longer than one day.

- ☐ Valid, unexpired Employment Authorization Card (I-766).
- ☐ Valid unexpired foreign passport in your name with English subtitles or translation, with an entry stamp, valid I-94 or U.S. visa.
 - B1 and B2 visas are not accepted.
 - WB and WT visa stamps are not accepted.
- ☐ F-visa holders must present an I-20 form.
- ☐ J-visa holders must present a DS-2019.
- ☐ Approved U.S. Department of Labor certification with a valid, unexpired foreign passport in your name with English subtitles or translation, with an entry stamp, valid I-94 or U.S. visa.
- ☐ Expired USCIS documents may be presented if accompanied by an I-797 receipt indicating approval of an adjustment of status or extension of stay. A valid, unexpired foreign passport must also be submitted.
- ☐ Other DHS-issued documents with I-94 or Allen Registration Number (A#).

Note: Applicants should present the most recently issued USCIS documents to ensure receiving the longest license or ID term possible.



3 Identity verification

Present original documents to establish identity. MORE THAN ONE document may be required.

- ☐ Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Licenses or ID cards expired for less than one year will be accepted.)
- ☐ Marriage license issued in the U.S.
- ☐ Divorce decree issued in the U.S.
- ☐ U.S. court order for a name change.
- ☐ Photo ID card issued by a federal or Michigan government agency.
- ☐ U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS).
- ☐ U.S. military ID card with photo (DD-2, DD-1173 or CAC card).
- ☐ U.S. military discharge or separation documents, such as a DD-214.
- ☐ Tribal photo ID card from a federally recognized Native American tribe.
- ☐ Michigan Department of Corrections prisoner ID card. (This document requires verification, which may take more than one day.)
- ☐ Michigan driver education certificate. (For applicants age 18 and younger.)
- ☐ Michigan adoption record.
- ☐ U.S. school records (School ID cards with name and photo, diplomas, transcripts, yearbooks, or record of attendance).

If the applicant is below age 18 and does not have one of the above, a parent or guardian may present their driver's license or ID and sign for the teen.

- ☐ A second document from group #2 may also be accepted.
- ☐ The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or U.S. visa.

Note: If none of the documents listed above are available, other identity documents may be accepted. These documents require verification, which may take more than one day.

4 Proof of Michigan residency

Present at least TWO documents with your name and Michigan residence address.

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

Note: Residency documents in a family member's name may be used if the family relationship can be established.

Michigan P.O. boxes are not an acceptable residence address.

Documents needed:

1. _____
2. _____
3. _____
4. _____
5. _____

www.Michigan.gov/sos