



STATE OF RHODE ISLAND

DIVISION OF MOTOR VEHICLES
BUSINESS AND COMMERCIAL SERVICES OFFICE
600 New London Avenue
Cranston, RI 02920-3024
Phone: 401-462-4368 Fax: 401-462-5805
www.dmv.ri.gov

REQUIREMENTS TO OBTAIN A CHAUFFEUR LICENSE

DOCUMENTS REQUIRED INCLUDE:

1. COMPLETED CHAUFFEUR APPLICATION FORM (WHICH IS AVAILABLE ON THE DMV WEBSITE).
2. CURRENT DRIVERS LICENSE
3. SOCIAL SECURITY CARD
4. ORIGINAL BCI REPORT FROM THE RHODE ISLAND ATTORNEY GENERALS OFFICE
 - RHODE ISLAND ATTORNEY GENERAL
4 HOWARD AVENUE
CRANSTON RI 20920
 - **NO BCI REPORT WILL BE ACCEPTED IF IT IS MORE THAN 30 DAYS OLD**
 - **APPLICANTS WHO ARE NOT RHODE ISLAND RESIDENTS, OR HAVE BEEN LICENSED IN A STATE OTHER THAN RHODE ISLAND WITHIN THE PAST FIVE YEARS MUST ALSO OBTAIN:**
 1. A CERTIFIED DRIVING RECORD FROM THE STATE IN WHICH THEY WERE FORMERLY LICENSED
 2. A CRIMINAL BACKGROUND CHECK FROM THE STATE IN WHICH THEY WERE FORMERLY LICENSED

NOTE: ALL REAL ID LICENSE AND ID TRANSACTIONS REQUIRE A COMPLETED LI-1 FORM AND THE CORRECT NUMBER OF REQUIRED DOCUMENTS LISTED IN THE 3 BOXES BELOW

Proof of Identity Documents List

You must present one (1). These must bear the applicant's legal name and date of birth.

- A valid, unexpired **U.S. passport**;
- A **certified copy of a birth certificate** filed with a State Office of Vital Statistics or equivalent agency in the individual's State of birth;
- A **Consular Report of Birth Abroad (CRBA)** issued by the U.S. Department of State, Form FS-240, DS-1350 or FS-545;
- A valid, unexpired **Permanent Resident Card** (Form I-551) issued by DHS or INS;
- An unexpired **Employment Authorization Document (EAD)** issued by DHS, Form I-766 or Form I-688B;
- An **unexpired foreign passport** with a valid, unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant's most recent admittance into the U.S.;
- A **Certificate of Naturalization** issued by DHS, Form N-550 or Form N-570; or
- A **Certificate of Citizenship**, Form N-560 or Form N-561, issued by DHS.

Proof of a change to the name contained on the applicant's primary identity document must be demonstrated with a document issued by an authorized government agency.

If you have obtained or renewed your passport within the last 6 months, please bring an additional Identity Document, as your passport may not verify with the national database.

Proof of Residency Documents List

You must present two (2). P.O. Box addresses will not be accepted.

- A **utility bill** (gas, electric, telephone, cable, oil, water, sewer, satellite, heat, cell phone) with the address of residence clearly stated in the applicant's name or in the name of a member of the applicant's immediate family dated within the past sixty (60) days;
 - A **personal check or bank statement** with the applicant's name and address of residence dated within the past sixty (60) days;
 - A **payroll check** with the applicant's name and address of residence dated within the past sixty (60) days;
 - A **lease agreement** currently in effect. The lease agreement must contain the applicant's name and address of residence and the landlord's name, address, and telephone number.
Handwritten lease agreements will not be accepted;
 - A **letter issued by a Rhode Island state agency or a federal agency** with the applicant's name and address of residence approving the applicant's receipt of benefits from an entitlement program dated within the past sixty (60) days;
 - A **homeowner's or renter's insurance policy** for the applicant's home or apartment with the applicant's name and address of residence that is currently in effect;
 - An **automobile insurance policy** for the applicant's motor vehicle with the applicant's name and address of residence that is currently in effect;
 - A **property tax bill** for the applicant's residence from the immediately preceding year;
 - A **letter from a Rhode Island shelter or halfway house** indicating that the applicant resides at the facility. Such a letter must be on letterhead, must be dated within the past thirty (30) days and must include the name and contact information of an administrator of the shelter or halfway house;
 - A **jury duty summons** dated within the past sixty (60) days;
 - A **W-2 form** with the applicant's name and address of residence from the immediately preceding year;
 - An **installment loan contract** (automobile, student loan) with the applicant's name and address of residence that is currently in effect;
 - A current **Social Security Administration statement** with the applicant's name and address of residence;
 - A current **pension or retirement account statement** with the applicant's name and address of residence;
 - A Rhode Island-issued **firearms permit** with the applicant's name and address of residence that is currently in effect; or
 - A **valid Rhode Island driver's license or identification card**;
- If the applicant is a minor, in addition to any of the proof of residency documents listed above, the following are accepted:
- A **school record** from the current school year (report card, diploma, transcript, or ID card) stating the student's address of residence (past year if during summer vacation)
 - The Rhode Island driver's license or identification card of the individual signing the minor's application.

Proof of a Social Security Number Documents List

You must present one (1).

- An official **Social Security Card** (laminated cards are acceptable);
- A **letter issued by the Social Security Administration** stating that the applicant is not eligible to receive a Social Security Number;
- A **W-2 form** bearing the applicant's **full name and full Social Security Number**. The form must have been issued within the last five (5) years;
- A **1099 form** bearing the applicant's **full name and full Social Security Number** issued within the last five (5) years; or
- A **paystub** bearing the applicant's **full name and full Social Security Number** issued within the last five (5) years.

Note: All U.S. Territories driver's license transfers and RI State ID cards are only done at the DMV Cranston Headquarters. These transactions are not performed at any DMV or AAA branch office.

NOTE: EACH OF THE TRANSACTION DESCRIPTIONS BELOW REQUIRE ADDITIONAL DOCUMENTS ALONG WITH THE SUPPORTING DOCUMENTS FROM ABOVE

New Permit

- Driver Education Certificate (if under 18) ¹ - If you have a driving certificate, that has not been approved by CCRI, you must take the knowledge exam test.
- ¹ If under 18 years of age and applying for a learner's permit, the LI-1 form must be notarized if parent/guardian has a different last name than applicant.

American Sign Language (ASL) computerized permit exams or selected foreign language permit exams (please refer to DMV website for details) require a pre-scheduled appointment.

Name Change

- Social Security Card* (not a copy) or notice with your updated name (must wait 24 hours for name change to register with the Social Security Administration)
- Current RI license or Identification card
- Original government issued document indicating name change (ex. Marriage Certificate or Divorce Decree)

Address Change

- Current RI license or Identification card

RI License/ID/Permit Renewal or Duplicate AND New ID

DMV Customer only needs completed LI-1 form and the required supporting documents from above.

All non U.S. citizens *must* bring all supporting documents to be reviewed.

Gender Change

- Gender Designation form
- Current RI license or Identification card

Out-of-State Transfer

- Your current license from the other state
- If the out-of-state license is not available at time of transfer you must submit a driving record or verification from the other state with an Identity Document (see list).**

Motorcycle Permit

- Certificate of completion from the RI Motorcycle Safety course
- Current RI license (must hold permit for 30 days)

Motorcycle License

- Current license and valid motorcycle permit

New Permit

- LI-1 form
 - A certified birth certificate (not a copy) or Proof of Identity Document (see list)
 - Driver Education Certificate (if under 18) ¹
 - If you have a driving certificate, that has not been approved by CCRI, you must take the knowledge exam test.
 - Proof of Social Security Number
 - Two (2) Proof of residency (see list)
- ¹ If under 18 years of age and applying for a learner's permit, the LI-1 form must be notarized if parent/guardian has a different last name than applicant.

American Sign Language (ASL) computerized permit exams or selected foreign language permit exams (please refer to DMV website for details) require a pre-scheduled appointment.

Name Change

- LI-1 form
- Social Security Card* (not a copy) or notice with your updated name (must wait 24 hours for name change to register with the Social Security Administration)
- Current RI license or Identification card
- Original government issued document indicating name change (ex. Marriage Certificate or Divorce Decree)

New ID

- LI-1 form
- A certified birth certificate (not a copy) or Proof of Identity Document (see list)
- Proof of Social Security Number
- Two (2) Proof of residency (see list)

RI License/ID/Permit Renewal or Duplicate

- LI-1 form
 - One identity document (see list)
- All non U.S. citizens must bring all supporting documents to be reviewed.**

Address Change

- LI-1 form
- Current RI license or Identification card

Gender Change

- LI-1 form
- Gender Designation form
- Current RI license or Identification card

Out-of-State Transfer

- LI-1 form
 - Your current license from the other state
 - Two (2) Proof of residency (see list)
 - Proof of Social Security Number
- If the out-of-state license is not available at time of transfer you must submit a driving record or verification from the other state with an Identity Document (see list).**

Motorcycle Permit

- LI-1 form
- Certificate of completion from the RI Motorcycle Safety course
- Current RI license (must hold permit for 30 days)

Motorcycle License

- LI-1 form
- Current license and valid motorcycle permit

Proof of Identity Documents List
You must present one (1). These must bear the applicant's legal name and date of birth.

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- A valid, unexpired **Permanent Resident Card** (Form I-551) issued by DHS or INS;
- An unexpired **Employment Authorization Document (EAD)** issued by DHS, Form I-766 or Form I-688B;
- An **unexpired foreign passport** with a valid, unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant's most recent admittance into the U.S.;
- A **Certificate of Naturalization** issued by DHS, Form N-550 or Form N-570;
- A **Certificate of Citizenship**, Form N-560 or Form N-561, issued by DHS;
- A U.S. Active Service, Retiree, or Reservist **Military ID Card**;
- A **Native American Tribal ID Card**;
- A valid **U.S. Driver's License** with photograph, signature, and date of birth (must not be expired for more than one year);
- A valid **U.S. Territory Driver's License** with photograph, signature, and date of birth (must not be expired for more than one year);
- A valid **Canadian Driver's License** with photograph, signature, and date of birth (must not be expired for more than one year); or
- An **employment authorization document (EAD)** issued by DHS, Form I-766, that indicates a grant of deferred action under the Deferred Action for Childhood Arrivals (DACA) Program.

Proof of Residency Documents List
You must present two (2). P.O. Box addresses will not be accepted.

- A **utility bill** (gas, electric, telephone, cable, oil, water, sewer, satellite, heat, cell phone) with the address of residence clearly stated in the applicant's name or in the name of a member of the applicant's immediate family dated within the past sixty (60) days;
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 - A **homeowner's or renter's insurance policy** for the applicant's home or apartment with the applicant's name and address of residence that is currently in effect;
 - An **automobile insurance policy** for the applicant's motor vehicle with the applicant's name and address of residence that is currently in effect;
 - A **property tax bill** for the applicant's residence from the immediately preceding year;
 - A **letter from a Rhode Island shelter or halfway house** indicating that the applicant resides at the facility. Such a letter must be on letterhead, must be dated within the past thirty (30) days and must include the name and contact information of an administrator of the shelter or halfway house;
 - A **jury duty summons** dated within the past sixty (60) days;
 - A **W-2 form** with the applicant's name and address of residence from the immediately preceding year;
 - An **installment loan contract** (automobile, student loan) with the applicant's name and address of residence that is currently in effect;
 - A current **Social Security Administration statement** with the applicant's name and address of residence;
 - A current **pension or retirement account statement** with the applicant's name and address of residence;
 - A Rhode Island-issued **firearms permit** with the applicant's name and address of residence that is currently in effect; or
 - A **valid Rhode Island driver's license or identification card**;
- If the applicant is a minor**, in addition to any of the proof of residency documents listed above, the following are accepted:
- A **school record** from the current school year (report card, diploma, transcript, or ID card) stating the student's address of residence (past year if during summer vacation)
 - The Rhode Island driver's license or identification card of the individual signing the minor's application.

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