

# Table of Contents

---

## **39.02.75 - Rules Governing Names on Drivers' Licenses and Identification Cards**

000. Legal Authority. ....	2
001. Title And Scope. ....	2
002. Written Interpretations. ....	2
003. Administrative Appeals. ....	2
004. Incorporation By Reference. ....	2
005. Office - Office Hours - Mailing And Street Address - Phone Numbers. ....	2
006. Public Records Act Compliance. ....	2
007. -- 099. (Reserved).....	2
100. General Provisions. ....	2
101. -- 199. (Reserved).....	3
200. Criteria. ....	3
201. -- 299. (Reserved).....	4
300. Procedures. ....	4
301. -- 999. (Reserved).....	5

**IDAPA 39  
TITLE 02  
CHAPTER 75**

**39.02.75 - RULES GOVERNING NAMES ON DRIVERS' LICENSES AND IDENTIFICATION CARDS**

**000. LEGAL AUTHORITY.**

Under the authority of Sections 49-201, 49-306, 49-315, 49-318, 49-319, and 49-2443, Idaho Code, the Department adopts the following rule. (3-29-12)

**001. TITLE AND SCOPE.**

**01. Title.** This rule shall be known as IDAPA 39.02.75 "Rules Governing Names on Drivers' Licenses and Identification Cards," IDAPA 39, Title 02, Chapter 75. (4-2-08)

**02. Scope.** The purpose of this rule is to provide procedures and criteria for County Sheriffs and the Idaho Transportation Department to record and format names, and to allow surnames and hyphenated names on drivers' licenses and identification cards. (4-2-08)

**002. WRITTEN INTERPRETATIONS.**

There are no written interpretations for this chapter. (4-2-08)

**003. ADMINISTRATIVE APPEALS.**

Administrative appeals under this chapter shall be governed by the rules of administrative procedure of the attorney general, IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General." (4-2-08)

**004. INCORPORATION BY REFERENCE.**

There are no documents incorporated by reference in this chapter. (4-2-08)

**005. OFFICE - OFFICE HOURS - MAILING AND STREET ADDRESS - PHONE NUMBERS.**

**01. Street and Mailing Address.** The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of PO Box 7129, Boise ID 83707-1129. (4-2-08)

**02. Office Hours.** Daily office hours are 8 a.m. to 5 p.m. except Saturday, Sunday and state holidays. (4-2-08)

**03. Telephone and FAX numbers.** The central office may be contacted during office hours by phone at 208-334-8000 or by fax at 208-334-8586. (3-29-12)

**006. PUBLIC RECORDS ACT COMPLIANCE.**

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (4-2-08)

**007. -- 099. (RESERVED)**

**100. GENERAL PROVISIONS.**

**01. Punctuation Marks.** The only punctuation marks which may be used in a name are the comma (,), apostrophe ('), and the hyphen (-). A hyphen is allowed in the last name only, and may occur once. A comma can only be used between the last name and the first name. (4-2-08)

**02. Full Name Requirements.** If a full name has more characters than the department automated system allows, the last name and first name must be written out fully. The middle name can be initialized and then the full middle name entered on the comment line of the application. If there is a designator, it will follow the middle initial. If the name still has more characters than the department automated system allows, the first and middle names can be initialized and the full first and middle names entered on the comment line of the application. (3-29-12)

**101. -- 199. (RESERVED)**

**200. CRITERIA.**

**01. Legal Name.** The name on the certified original birth certificate will be used unless a name changes due to: (3-29-12)

- a.** Marriage; (5-13-91)
- b.** Divorce; or (5-13-91)
- c.** Court Order. (5-13-91)

**02. Stepparents' Name.** An applicant is not allowed to use a stepparent's last name, except by court order or other documents may be accepted to change a name, on approval by the Idaho Transportation Department. (7-1-96)

**03. Driver's License and Identification Card Names.** The name printed on the driver's license or identification card will be maintained in the Idaho Transportation Department records in the following order: (1) Last name, (2) First name, (3) Middle name, (4) Designator (if applicable (see Subsection 200.04)). An applicant may not have a driver's license and an identification card in different names. An applicant may add a middle name by providing a certified original copy of the applicant's: (3-29-12)

- a.** Birth Certificate; (3-29-12)
- b.** Court Order; or (3-29-12)
- c.** Divorce Decree. (3-29-12)

**04. Designations of Names.** The designations of I, II, III, etc., will become first (1st), second (2nd), third (3rd), etc., and will appear after the middle name. The designators of JR and SR (no periods allowed) will be permitted and will appear after the middle name. The JR and SR designators will be permitted only if there is proof that the other individual exists, by way of an original certified copy of a birth certificate. (7-1-96)

**05. Married Applicant's Name.** (3-29-12)

**a.** A married applicant is permitted to use the maiden name of the woman or surname of the man as the last name or as the middle name, or may hyphenate the surname and maiden name to form the last name. In no case under any of these stated options shall any applicant have more than one (1) hyphen in his or her last name. (3-29-12)

**b.** When married applicants choose to use different hyphenated names or only one (1) applicant chooses to hyphenate his or her name, a woman will hyphenate her last name as "maiden-married" and a man will hyphenate his last name as "surname-maiden". (3-29-12)

**c.** Married applicants who choose to have the same hyphenated last name may hyphenate their name as either "maiden-married" or "surname-maiden". (4-2-08)

**d.** Married applicants who already have hyphenated last names may: (3-29-12)

- i.** Use the hyphenated name of the man or the hyphenated name of the woman; or (3-29-12)
- ii.** Combine part of the hyphenated name of the man and part of the hyphenated name of the woman. (3-29-12)

**e.** An applicant who is established in department records with a hyphenated last name due to marriage and wants to drop the first part or the second part of the hyphenated name must provide, as required by the

- department, the following: (3-29-12)
- i. A certified copy of a birth certificate; and/or (3-29-12)
  - ii. A certified copy of a marriage certificate; and/or (3-29-12)
  - iii. A certified copy of a divorce decree; and/or (3-29-12)
  - iv. A certified copy of a death certificate. (3-29-12)
- 06. Divorced Applicant's Name.** A divorced applicant who wants to use his or her original surname or maiden name, or a surname from a previous marriage, but does not have a divorce decree indicating the new name, is allowed to submit the following documents to the County Sheriff or the Idaho Transportation Department: (3-29-12)
- a. Original certified copy of the birth certificate showing the original maiden or surname; or (3-29-12)
  - b. Original certified copies of the marriage certificate and the divorce decree, as evidence to change the name. (3-29-12)
- 07. Applicant's First Name.** An applicant is not allowed to change his or her first name except by court order. (5-13-91)
- 08. Common Law Marriage.** Common law marriages created prior to January 1, 1996 will, for the purposes of this rule, be treated as a valid marriage. An affidavit of agreement is required which shall include: (7-1-96)
- a. The signatures of both the husband and the wife; (5-31-91)
  - b. The date they became married under common law; and (5-13-91)
  - c. Other documents verifying the marriage (subject to the approval of the Idaho Transportation Department). (5-13-91)
- 09. Change of Name on Record.** Once a name is established in the Idaho Transportation Department records, a court order, marriage license, or divorce decree will be required to change the name and record. (3-29-12)
- 10. Titles or Nicknames.** An applicant is not allowed to use titles or nicknames. (7-1-96)
- 201. -- 299. (RESERVED)**
- 300. PROCEDURES.**
- 01. Verification of Name.** First-time applicants for a driver's license or identification card must provide the County Sheriff's issuing office with one (1) of the following in order to verify their name: (5-13-91)
- a. Original certified copy of the birth certificate; (7-1-96)
  - b. Court order; (5-13-91)
  - c. Original certified copy of the marriage license; or (7-1-96)
  - d. Divorce decree (if applicable); or (7-1-96)
  - e. Driver's license from another state or country that is current or if expired, has been expired for less than five (5) years. (7-1-96)

**02. Surrendering Driver's License or Identification Card.** Applicants for license or identification card renewals must surrender the previous driver's license or identification card. Name changes are allowed if the criteria in Section 200 are met. (7-1-96)

**03. Surrendering Duplicate Driver's License or Identification Cards.** Applicants for duplicate drivers' licenses or identification cards must surrender the previous driver's license or identification card (if applicable). Name changes are allowed if the criteria in Section 200 are met. (7-1-96)

**04. Document Approval by the Department.** Other documents may be accepted to change a name, on approval by the Idaho Transportation Department. (5-13-91)

**301. -- 999. (RESERVED)**

# Subject Index

<b>A</b>	
Administrative Appeals	2
<b>C</b>	
Criteria	3
Applicant's First Name	4
Change of Name on Record, Criteria	4
Common Law Marriage	4
Designations of Names	3
Divorced Applicants' Names	4
Drivers License & Identification Card Names	3
Legal Name	3
Married Applicants' Names	3
Stepparents' Name	3
Titles or Nicknames	4
<b>G</b>	
General Provisions	2
Full Name Requirements	2
Punctuation Marks	2
<b>I</b>	
Incorporation by Reference	2
<b>O</b>	
Office - Office Hours - Mailing & Street Address - Phone Numbers	2
Office Hours	2
<b>P</b>	
Procedures	4
Document Approval by the Department	5
Surrendering Driver's License or Identification Card	5
Surrendering Duplicate Driver's License or Identification Cards	5
Verification of Name	4
Public Records Act Compliance	2
<b>S</b>	
Street & Mailing Address	2
<b>T</b>	
Telephone & FAX numbers	2
<b>W</b>	
Written Interpretations	2