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## 39.02.76 - RULES GOVERNING DRIVER'S LICENSE RENEWAL-BY-MAIL PROCESS

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**IDAPA 39  
TITLE 02  
Chapter 76**

**39.02.76 - RULES GOVERNING DRIVER'S LICENSE  
RENEWAL-BY-MAIL PROCESS**

**000. LEGAL AUTHORITY.**

In accordance with Section 49-319(5), Idaho Code, the Idaho Transportation Board adopts the following rule to establish a process allowing Idaho residents to renew their Class D drivers' licenses by mail. (7-1-96)

**001. TITLE AND SCOPE.**

This rule shall be cited as IDAPA 39.02.76, Rules Governing Driver's License Renewal-by-Mail Process. The purpose of this rule is to establish standards by which Class D drivers' licenses can be renewed by mail for those individuals who are licensed Idaho residents and whose licenses are about to expire. The driver's license renewal-by-mail system is designed to reduce the length of driver's license renewal waiting lines at county driver's license offices. (7-1-96)

**002. WRITTEN INTERPRETATIONS.**

None. This rule merely implements the provisions of Section 49-319(5), Idaho Code, which states "The department may use a mail renewal process for Class D licenses based on criteria established by rule and regulation." (7-1-96)

**003. ADMINISTRATIVE APPEALS.**

This chapter does not provide for appeal of the administrative requirements contained herein. (7-1-96)

**004. -- 009. (RESERVED).**

**010. DEFINITIONS.**

01. CDL. Commercial Driver's License (7-1-96)
02. Class D Driver's License. A license issued and valid for the operation of a motor vehicle that is not a commercial vehicle as defined in Section 49-123, Idaho Code. (7-1-96)
03. Driver's License Sticker. A sticker issued by the Idaho Transportation Department that, when affixed to the back of the appropriate driver's license, extends the expiration date by a period of four (4) years from the expiration date printed on the face of the license. (7-1-96)
04. Expiration Date. The date a driver's license expires. (7-1-96)
05. Photo License. A valid Idaho driver's license displaying a color photograph of the license holder. (7-1-96)

**011. ELIGIBILITY.**

The renewal by mail may be granted on the expiration date of a person's Idaho Class D driver's license, in lieu of requiring the person to obtain a new photo license. Licenses renewed by mail shall only be renewed once in an eight (8) year period, and shall expire four (4) years from the expiration date printed on the face of the license. (7-1-96)

01. License Renewal. Drivers' licenses shall not be renewed by mail for persons who: (7-1-96)
  - a. Hold a driver's license with a "J" restriction (e.g. limited to a five (5) mile driving radius of residence, driving privileges limited to one (1) or two (2) counties, cannot drive without parent for a specified time period, etc.); (7-1-96)
  - b. Have changes in the information shown on their licenses, other than address changes; (7-1-96)
  - c. Have any changes in physical, mental, and/or emotional condition, including vision, which may impair the ability to safely operate a motor vehicle; (7-1-96)

- d. Have drivers' licenses or driving privileges which are suspended, revoked, cancelled, denied, refused, or disqualified; (7-1-96)
- e. Are operating on department or court restricted driving permits; (7-1-96)
- f. Have lost, or no longer have, the photo license in their possession; (7-1-96)
- g. Want their Social Security Numbers removed from their driver's licenses; (7-1-96)
- h. Have a driving record which has been marked for special handling (e.g., verification of identity or date of birth, possible fraud, etc.); (7-1-96)
- i. Already have an existing extension; (7-1-96)
- j. Wish to add a motorcycle endorsement; (7-1-96)
- k. Are under twenty-one (21) years of age; or (7-1-96)
- l. Are seventy (70) years of age or older. (7-1-96)

**012. RENEWAL BY MAIL PROCEDURES.**

01. Use of Fax or Phone Prohibited. Driver's license renewal-by-mail applications shall not be processed by fax or telephone. Eligible persons must mail their driver's license renewal application to the driver's license office in their county of residence, or deliver their application in person together with the renewal fee for the same class of license, pursuant to Section 49-306, Idaho Code. (7-1-96)

02. Updating Driving Records. The county driver's license office shall update driving records to reflect the new expiration year, followed by the notation "RM," and issue and mail a driver's license sticker to eligible licensees within three (3) business days after receipt of the completed application form. Driver's license renewal stickers shall be affixed to the back of the driver's license. (7-1-96)

03. If Renewal Sticker is Lost, Mutilated or Destroyed After Receipt. If a driver's license renewal sticker is lost, mutilated, or destroyed after the applicant receives it, the applicant must apply in person at the county office for a duplicate driver's license. (7-1-96)

04. If Lost or Destroyed in Mail. If a drivers' license renewal sticker is lost or destroyed in the mail, a written statement detailing the loss or destruction must be mailed or hand-delivered to the applicant's county of residence. Upon receipt of the letter, the county can issue a no-charge replacement sticker to the applicant. (7-1-96)

05. Temporarily Residing Out of State. Individuals temporarily residing out-of-state may apply for a renewal by mail, or an extension, but not both, in an eight (8) year period. (7-1-96)

**013. -- 999. (RESERVED).**