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**IDAPA 39
TITLE 02
CHAPTER 76**

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

000. LEGAL AUTHORITY.

In accordance with Section 49-319(10), Idaho Code, the Idaho Transportation Board adopts the following rule to establish a process that may allow Idaho residents to renew their Class D drivers' licenses by mail or electronically. (3-29-12)

001. TITLE AND SCOPE.

01. Title. This rule is titled IDAPA 39.02.76, "Rules Governing Driver's License Renewal-by-Mail and Electronic Renewal Process". (3-29-12)

02. Scope. The purpose of this rule is to establish standards by which Class D drivers' licenses may be renewed by mail or electronically for those individuals who are licensed Idaho residents and whose licenses are about to expire. The driver's license renewal-by-mail and electronic systems are designed to reduce the length of driver's license renewal waiting lines at county driver's license offices. (3-29-12)

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. This rule merely implements the provisions of Section 49-319(10), Idaho Code, which states: "The department may use a mail renewal process for Class D licenses based on criteria established by rule and regulation." (3-29-12)

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter will 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." (3-29-12)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. (3-29-12)

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. (3-29-12)

02. Office Hours. Daily office hours are 8:00 a.m. to 5:00 p.m. except Saturday, Sunday and state holidays. (3-29-12)

03. Telephone and FAX Numbers. The central office may be contacted during office hours by phone at 208-334-8000 or by fax at 208-334-3858. (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. (3-29-12)

007. -- 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. Expiration Date. The date a driver’s license expires. (7-1-96)

04. Photo License. A valid Idaho driver’s license displaying a color photograph of the license holder. (7-1-96)

011. ELIGIBILITY.

01. Eligibility. The renewal by mail or electronic renewal may be granted on the expiration date of a person’s Idaho Class D driver’s license, in lieu of requiring the person to renew a driver’s license in person. Licenses renewed by mail or electronically shall only be renewed once in an eight (8) year period, and shall have a four-year validity period. (3-29-12)

02. License Renewal. Drivers’ licenses shall not be renewed by mail or electronically for persons who: (3-29-12)

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, canceled, denied, refused, or disqualified; (7-1-96)

e. Are operating on department or court restricted driving permits; (7-1-96)

f. Are required to provide documentation proving lawful presence in the United States; (3-29-12)

g. Are not lawfully present in the United States; (3-29-12)

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 or electronic renewal applications shall not be processed by fax or telephone. Eligible persons must mail or electronically submit 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. (3-29-12)

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 a driver’s license to eligible licensees within three (3) business days after receipt of the completed application form. (3-29-12)

03. If The Driver’s License Card Is Lost, Mutilated or Destroyed After Receipt. If a driver’s

license 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. (3-29-12)

04. If Lost or Destroyed in Mail. If a drivers’ license 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 driver’s license to the applicant. (3-29-12)

05. Temporarily Residing Out-of-State. Individuals temporarily residing out-of-state may apply for a renewal by mail, electronic renewal, or an extension, but not both, in an eight (8) year period. (3-29-12)

013. -- 999. (RESERVED)

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