

Documents for OMV for Temporary Instruction Permit (TIP)

The following are the required items and documents for ALL students (**Teens and Adults**) to Bring to the Office of Motor Vehicles to obtain a **Temporary Instructional Permit for Teen Driver's Education and Adult Pre-Licensing**.

Minor Students (14 years to 17 years old) – items to bring every time a minor goes to the OMV.

- Original or Certified Birth Certificate (Notarized or Photocopied documents will not be accepted).
- One other Primary Document Or Two Secondary Forms of Identification.
- Social Security Card, the name must match the Birth Certificate (is acceptable as one Secondary Document).
- School Enrollment Form – The student must be at least in the 8th grade.
- Legal/Custodial Domiciliary Parent/Guardian. The parent will need their Driver's License or ID Card – Legal Parent or Guardian must complete the enrollment forms and sign documents at the school.
- Original or Court Certified Custody Papers (if applicable).
- To include **Real ID** compliance – include parent or guardian's proof of residency: At least two (2) documents demonstrating the address of principal residence. Examples: Utility bill for services installed at the applicant's residential address (i.e., water, sewer, gas, electric, cable/satellite TV, internet, telephone/cell phone, or garbage collection), Voter Registration card.

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Adult Students (18 years old and older)

- Original or Certified Birth Certificate (Notarized or Photocopied documents will not be accepted).
- One other Primary Document or Two Secondary Forms of Identification.
- Social Security Card (is acceptable as one Secondary Document).
- Proof of residence (Two proof of residence documents are required if applying for a Real ID).

*Note: If an adult has a valid Louisiana State ID already issued and their Social Security Number is in OMV's system, then only the ID and Proof of Residency are needed.

The cost of a Temporary Instruction Permit is \$32.25, with a possible service fee of up to \$6.00.

Forms of payment are Cash, Credit/Debit Card, Money Order, and Check (check number must be over 1500 to be accepted). Convenience fees apply for Credit/Debit Cards and Checks.

Upgrading from a TIP to a Learner's Permit or License

- Sealed Envelope with the Certificate of Completion and Knowledge Test in it. (If the student is 17 and older, the Road Skills Test Certificate may also be in the same Sealed Envelope). **Do not open the Sealed Envelope.**
- All of the required items are listed in the first section (Minors) or second section (Adults) of this document.
- Possible upgrade fee of \$32.25 with a possible service fee of up to \$6.00.

Documents for OMV for Temporary Instruction Permit (TIP)

ACCEPTABLE PRIMARY AND SECONDARY IDENTIFICATION DOCUMENTS

ONE PRIMARY AND TWO SECONDARY DOCUMENTS OR TWO PRIMARY DOCUMENTS

PRIMARY DOCUMENTS

Birth Certificate

- Original certificate of birth
- A certified copy of birth certificate (long Form) and Birth Card (Short Form) does not require a seal.
- Birth registration card or certificate issued by a state or county bureau of vital statistic
- Certificate of Birth Abroad issued by the US Department of State
- Certificate of Naturalization
- Native American tribal document

Passport

- US Passport book or Passport Card
 - Applicants 17 and under must also present a certified birth certificate or documentation proving custody/legal guardianship
- Foreign Passport
 - Must be appropriately stamped and accompanied by proper immigration documents

Immigrants / non-immigrants-See Policy 6.02 for specifics

- Permanent Resident Card (I-551)
- Department of Homeland Security Refugee travel document (I-571)
- Department of Homeland Security Permit to reenter the United States (I-327)

Military

- Current US ID card
- Dependent ID card
- Draft record
- DD-214
- Selective Service Notification
- US Coast Guard Merchant Mariner Card

Louisiana ID/Permit

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SECONDARY DOCUMENTS

Out-of-state driver's license/identification card

- DL or ID card issued by a state motor vehicle department with a photo that clearly identifies the individual.
- A foreign driver's license must be accompanied by proper immigration documents.

Identification Card (with photo)

- Louisiana college or university
- Louisiana middle / high school
- Law enforcement officer's ID
- Employment ID card (major corporations, hospitals, governmental agencies)
- ID cards issued by federal, state, and local governmental agencies
- LA Department of Public Safety & Corrections prison or parish ID card
- TWIC (Transportation Worker Identification Credential)
- Employment Authorization Document I-766 issued by DHS
- Original Refugee Resettlement Program letter. This document will include the agency director's signature with a raised seal and is valid for 15 days from issuance.

Educational diploma/certificate/license

- High school, college or university
- High school yearbook photo
- School records or at least two report cards from separate years
- Original or certified professional degree or license

Medical

- Medicare / Medicaid card
- Medical eligibility card
- Health insurance card

Miscellaneous documents

- Original adoption papers
- Baptismal certificate
- Original marriage license or certificate of marriage issued by a county, parish, or city in the US or an original or certified copy of a divorce from a county, parish, or city in the US. If an applicant marries outside the United States or its territories, the certificate of marriage shall be filed with the State Registrar of Vital Records.
- Official deed or title to property in Louisiana, including burial plots
- Vehicle registration or certificate of title of vehicle in applicant's name

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- Motor vehicle lien instrument
- Local utility statements showing the name and address of the applicant or a receipt indicating utilities have been turned on (i.e., phone, cable, electric, water, sewer)
- Insurance policy (health, home, life, auto)
- One-payroll stub (printed)
- W-2 forms for two years
- Prison release documents or letters from probation officer
- Letter of verification/introduction from another state agency responsible for the placement of deprived/impaired individuals (i.e., Blind Services)

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