

# Manatee County Tax Collector

## LIMITED SERVICE DRIVER LICENSE & ID CARD APPLICATION

Visit [taxcollector.com](http://taxcollector.com) to schedule an appointment or print this application.

### FOUR LIMITED SERVICE LOCATIONS TO SERVE YOU

- DeSoto – 819 301 Blvd W. Bradenton
- Lakewood Ranch – 6007 111<sup>th</sup> St E.
- North River – 4333 US 301 N. Ellenton
- Palma Sola – 7411 Manatee Ave W.

This form must be completed and turned in to a receptionist by **4:30 PM** to complete your transaction.

## 1 – IMPORTANT INFORMATION!

Appointments scheduled for the wrong location or service will not be honored. Translation Services are not provided at any of our offices.

## 2 – YOU HAVE THE POWER TO SAVE LIVES! BECOME AN ORGAN DONOR TODAY!

**Where to Register?** Answer 'Yes' in Section 7 of this Application or you can join Florida's donor registry at any time by visiting [www.DonateLifeFlorida.org](http://www.DonateLifeFlorida.org). When you join Florida's donor registry, you are making and documenting a decision that only you can change.

**Why Register?** Without documentation of a loved one's wishes, families often decline to authorize donation. By enrolling on the registry, your desire to donate is stored in a secure, confidential database. Should your death result in the opportunity for you to be a donor, an official record of your donor designation will be readily available and can be shown to your family. Thus, should you be medically suitable to donate, your wishes will be respected, and your family will be relieved of the burden of making a decision on your behalf.



## 3 - WHAT IS YOUR MANATEE COUNTY RESIDENCY STATUS? *Proof is required.*

**Out-of-County Resident** – *DO NOT COMPLETE THIS APPLICATION*, as a Full Service Application is required. **An appointment is required at the Driver License Office, 904 301 Blvd W, in Bradenton.** When scheduling your appointment, you must select '**Non-Manatee County Resident DL/ID Card Transaction**' as your transaction type. See Section 13 for full service transaction information.

**Manatee County Resident (or becoming one)**

## 4 – WHY ARE YOU HERE? *Select one status. Most transactions cost between \$6.25 & \$54.25. Visit taxcollector.com for additional fee information.*

**FULL SERVICES** – If your transaction is not a limited service as defined below, *DO NOT COMPLETE THIS APPLICATION*, as a Full Service application is required. This includes Testing Services, all Learner License transactions, Reinstatements, Eye/Vision Exam or Vision Report Update, DUI & Hardship Related Transactions, Medical Card Update, and **all transactions** for Commercial Driver License/CDL, Non-US Citizens, Non-Manatee County Residents, Sexual Predators/Offenders, & Career Offenders.

You must visit the **Driver License Office, 904 301 Blvd W, in Bradenton.** **An appointment is required for most transactions at this office.** See Section 13 for full service transaction information.

**LIMITED SERVICES** – The following services are available for **US CITIZENS & NATURALIZED US CITIZENS** (Naturalized over two years ago **AND** have FL driver license/ID card): Driver License or ID card Renewals, Replacements, Address/Name Change, Transfers from Out-of-State (license/ID must be in hand), Add Motorcycle Endorsement, Surrender a Driver License for an ID Card, Add a Veteran Designation.

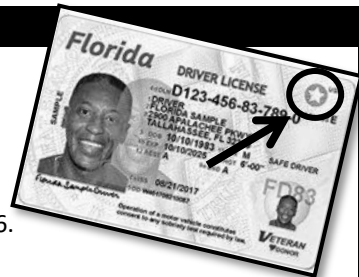
**Note:** Any transaction involving a **Commercial Driver License/CDL**, see the Full Service option above.

## 5 - FEDERAL REAL ID REQUIREMENTS FOR IDENTITY VERIFICATION (ALL TRANSACTIONS)

A STAR on your Florida driver license or Florida ID card means you are Real ID compliant. *There are a couple of different designs in circulation.* One example is shown to the right. **All customers** obtaining a Florida driver license or ID card after January 1, 2010 **must** become REAL ID Compliant.

**If any of the following situations apply to your transaction, see the Additional Identification Requirements Section on Page 4 for documentation required to process your transaction.** Otherwise, continue to Section 6.

- ◆ FLORIDA DRIVER LICENSE OR ID CARD WITHOUT A STAR
- ◆ TRANSFERS FROM OUT-OF-STATE/OUT-OF-COUNTRY
- ◆ YOUR NAME &/OR ADDRESS HAS CHANGED



## 6 – ALL APPLICANTS ACKNOWLEDGE THE FOLLOWING INFORMATION BY SIGNING THIS APPLICATION

- Yes..... I understand that customers with an appointment will be served before walk-in customers.
- Yes..... If being issued an ID card/driver license, I understand that I must review the information on it before leaving the office and inform staff of any error (endorsements, restrictions, spelling/address corrections, license types, etc.).
- Yes..... I understand that I have the option of donating additional funds to one of the 15+ non-profit organizations listed in s. [322.08](#), Florida Statutes. A self-service work station can be used in each of our lobbies to access a complete list of organizations.

## 7 - ALL APPLICANTS MUST ANSWER THE FOLLOWING

### Identification Card applicants, skip to question 3.

- Yes  No..... Have your driving privileges ever been suspended, revoked or denied in any state(s) in your lifetime?  
If yes, list the most recent state: \_\_\_\_\_
- Yes  No..... Have you ever been convicted of an alcohol or drug-related driving offense in your lifetime?  
If yes, check one:  3 times within the last 10 years  2 times within the last 5 years  Neither
- Yes  No..... Other than the driver license or ID card that you may be presenting today, do you have any other US state-issued driver licenses or ID cards in your possession? *Does not include employee, school or military ID cards, concealed weapons licenses, passports, permanent resident cards, etc. NOTE: All US driver licenses and ID cards must be surrendered to our office upon issuance of a Florida driver license or ID card.*
- Yes  No..... Have you ever been licensed in any US state(s) other than your current driver license **in your lifetime**?
- Verbal Answer Only:** Have you ever been adjudged **by a court of law** to be mentally incapacitated, suffering from any mental disorder or mental disease?
- Verbal Answer Only:** Have you suffered from epilepsy, fainting or dizzy spells within the last 2 years?
- Verbal Answer Only:** Are you addicted to drugs or intoxicants?
- Verbal Answer Only:** Do you have any physical or mental disabilities that could affect your driving?
- Yes  No..... **You can save the lives of EIGHT people and improve the lives of many more by being an organ donor. Say "YES" today to become/remain an organ donor!** ❤️
- Verbal Answer Only:** Are you an insulin dependent diabetic?
- Yes  No..... Are you currently a Florida resident or are you becoming a Florida resident?

## 8 - EMERGENCY CONTACT INFORMATION (s. [119.0712](#), F.S.) "Tiff's Initiative – To Inform Families First"

**Providing this information is completely voluntary.** If you do not want to provide this information, skip to Section 9.

Provide all information below. You can add a secondary contact and make other changes anytime online by visiting [services.flhsmv.gov/eci](http://services.flhsmv.gov/eci).

Primary Contact **Full Name:** \_\_\_\_\_

Relationship to Applicant:  Spouse  Parent  Sibling  Child  Grandparent  Extended Family  Friend  Other

Phone #:  Home  Work  Cell ( \_\_\_\_\_ ) \_\_\_\_\_

Primary Contact Residential Address Same as Applicant?  YES  NO

Primary Contact's Residential Address (if different): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## 9 - VETERAN INFORMATION (s. [322.14](#), F.S.)

**Providing this information is completely voluntary.** If you do not want to provide this information, skip to Section 10.

- Yes  No..... Are you an honorably discharged military veteran? *You must be able to provide **proof of honorable discharge**, such as a DD-214 or Military Retired ID Card, to qualify.* If yes, answer the following questions. If no or you do not have proof, skip to Section 10.
- Yes  No..... Are you a 100% disabled veteran with documentation from the Veteran's Administration to prove it?
- Yes  No..... Would you like to be contacted about federal/state benefits you may be entitled to as a result of military service? If yes, provide your email address: \_\_\_\_\_
- Yes  No..... Would you like the *Veteran* designation printed on the front of your driver license or ID card?

## 10 - VOTER'S REGISTRATION APPLICATION (s. 97.057, F.S.)

If you do not wish to provide this information, select **option 1** below and skip to Section 11. By completing the information below, you agree to use your residential address in Section 11 and signature in Section 12 for voter registration purposes.

1. Select **ONE** of the following options. **Note:** Each driver license or ID Card application serves as an application for voter registration unless otherwise indicated:

**Option 1:**.....I do not want (or I am not eligible) to apply for a Florida voter's registration card (skip to Section 11).

**Option 2:**.....I am **currently registered** to vote in Florida and I do not need to make any changes (skip to Section 11).

**Option 3:**.....I need to **change** the following info on my Florida voter's registration card:  Address  Party  Name

If changing your **address**, provide your previous address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Option 4:**.....I would like to apply for a **first-time** Florida voter's registration card. If registered in **another state**, provide your out-of-state address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2.  Yes  No.....By answering 'Yes', you are affirming that you have **NOT** been adjudicated mentally incapacitated with respect to voting, **OR** if you have, your right to vote has been restored. *Required per s. 97.041, F.S.*

3.  Yes  No.....By answering 'Yes', you are affirming that you are **NOT** a convicted felon, **OR** if you are, that your right to vote has been restored. *Required per s. 97.041, F.S.*

**NOTE:** Your voting rights must have been restored in order to be eligible to apply for a Florida voter's registration.

4.  Yes  No.....Do you require voting assistance?

5.  Yes  No.....Are you interested in being an elections poll worker? *An elections poll worker prepares the precinct by setting up voting equipment and providing voters with appropriate ballots.* Refer to [votemanatee.com](http://votemanatee.com), call 941.741.3823 or email [info@votemanatee.com](mailto:info@votemanatee.com) for details.

6.  Yes  No.....Are you Active Duty Military or Merchant Marine?

7.  Yes  No.....Are you the dependent of Active Duty Military or Merchant Marine?

8.  Yes  No.....Are you a US Citizen currently residing outside of the US?

9.  Yes.....I understand that I can provide my email address and receive sample ballots and other voting information from the Supervisor of Elections office by visiting [votemanatee.com](http://votemanatee.com), calling 941.741.3823 or emailing [info@votemanatee.com](mailto:info@votemanatee.com).

10. **INITIAL HERE**.....I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and under penalty of perjury, I declare that all information provided in this application is true.

## 11 - PRINT YOUR PERSONAL INFORMATION *Be prepared to provide your social security number. (Required as part of the applicant's description per s. 322.051 & 322.08, F.S.) This information must match your identification documents presented and will be used to create your Florida Driver License or ID Card.*

FULL FIRST NAME

FULL MIDDLE NAME

FULL LAST NAME

SUFFIX

HEIGHT

GENDER

 Male  Female

DATE OF BIRTH

ETHNICITY

Asian  Black  Hispanic  Native American  White  Other

COUNTRY OF BIRTH

STATE OF BIRTH

ADDRESS WHERE YOU RECEIVE MAIL

ADDRESS WHERE YOU LIVE (If different than above)

## 12 - OATH AND ACKNOWLEDGMENT (Required per s. 322.051 & 322.08, F.S.)

Under penalty of perjury, I (the applicant) **swear or affirm** that the information given by me in this application is **true and correct**, and that I have **read** the information contained on Page 2, Section 6.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# 13 - FULL SERVICE DRIVER LICENSE & ID CARD TRANSACTIONS (DRIVER LICENSE OFFICE ONLY)

These transactions are only processed at our Full Service Driver License Office at 904 301 Blvd W, in Bradenton.

If you need to complete one of the transactions listed below, **DO NOT COMPLETE THIS APPLICATION.** You must fill out the **FULL** Service Driver License & ID Card Application. Visit the self-service work station or [taxcollector.com](http://taxcollector.com) to access, complete & print the **FULL** Service Driver License & ID Card application and to schedule an appointment.



**Appointments scheduled for the wrong location &/or service will not be honored.**

Most transactions cost between \$6.25 & \$81.25. Visit [taxcollector.com](http://taxcollector.com) for additional fee information.

- **TESTING SERVICES (APPOINTMENT REQUIRED)** – Testing Services are **only** available to Manatee County residents with proof of residency. This includes Driving Skills Road Tests, Written Testing (Learner & First-Time License), Medical Related Testing, Re-Exams & Issues/Questions. A retest fee (\$10 & up) may apply.
- **COMMERCIAL/CDL SERVICES (APPOINTMENT REQUIRED)** – **ANY** Commercial Driver License related transaction requires an appointment. This includes, **but is not limited to**, Commercial Written Exams, Renewal, Replacement, Address/Name Change, Medical Card/Certificate Update, Downgrading to a Class E license or ID card, Reinstatement, etc. Commercial Driving Skills Road Testing & Hazmat Fingerprinting are **not** offered in Manatee County. Visit [flhsmv.gov](http://flhsmv.gov) to view your options.  
*A separate Commercial Driver License Application is required. Visit a self-service work station or see a receptionist to obtain the form.*
- **REINSTATEMENT** – This includes reinstatements due to suspensions, revocations, cancellations, traffic tickets, etc. and checking the status of your license or pending suspension. Make an appointment at [taxcollector.com](http://taxcollector.com). Appointments are not required for reinstatements, but **strongly encouraged**. Customers without an appointment **will** experience increased wait times.
- **ALL OTHER TRANSACTIONS (APPOINTMENT REQUIRED)** – If your transaction type is not listed above or you are unsure of your transaction type, an appointment is required. This includes, but is not limited to, Questions, Renewals, Replacements, Address/Name Change, Lost/Stolen Out-of-State Driver License/ID Card Transfer to Florida, Add a Designation, Eye/Vision Exam or Vision Report Update, DUI & Hardship Related Transactions.  
**Note: Non-US Citizens, Non-Manatee County Residents, Sexual Predator/Offenders, & Career Offenders require an appointment for ALL TRANSACTIONS - no exceptions.**

## ADDITIONAL IDENTIFICATION REQUIREMENTS

The Federal Real ID Act requires documentation that establishes your identity when applying for a Florida driver license or ID card. Refer to Page 1 to see if this applies to you. Below is a snapshot of the most common identity documents provided. **For a complete list of acceptable identity documents and information on how to obtain these documents (birth certificate, marriage certificate, etc.) from any state, visit [flhsmv.gov/whattobring](http://flhsmv.gov/whattobring).**

### 1 IDENTIFICATION

**BRING ONE:**

- Unexpired US Passport
- Original US Birth Certificate★
- Certified US Birth Certificate★
- Naturalization Certificate
- INS (USCIS) Documentation

★Cannot be issued by a hospital

**Does the name match your license or ID card?** If not, do not forget your name change documents; see box #4 on right.

### 2 SOCIAL SECURITY

**BRING ONE:**

- Social Security Card or Stub
- W-2/1099 Form (pre-printed)
- Pay Stub
- L-676 Form (# never issued)

Proof must list full name and full Social Security #.

Name changes must be reported to Social Security at least 24 hours prior to visiting our office.

### 3 RESIDENT ADDRESS

**BRING TWO:**

- Car or Boat Registration
- Utility Bill or Credit Card Bill
- Bank Statement
- Voter Registration Card
- Lease Agreement
- Insurance Policy/Card
- Other Verifiable Mail

Must show name and address.

### 4 NAME CHANGE

**BRING ALL THAT APPLY:**

- Original Marriage Certificate★
- Certified Marriage Certificate★
- Divorce Decree
- Court Order

★Cannot be from a church

This is only required when a **prior name** (or maiden name) is shown on the identification document provided; see box #1 on left.

## DON'T HAVE THE DOCUMENTS THAT ARE REQUIRED IN PERSON?

Many transactions *may* be processed online at [taxcollector.com](http://taxcollector.com)!

◆ Conduct business anytime: 24 hours a day, 7 days a week ◆ Simply key in some personal info to access your record ◆ Pay by credit or debit card ◆ You do not have to supply identity documents (as you do in person), which gives you more time to gather them for a future visit.

**PLEASE HAVE YOUR CURRENT DRIVER LICENSE OR ID CARD OUT & TURN THIS FORM IN TO THE RECEPTIONIST.**  
**THANK YOU FOR COMPLETING THIS APPLICATION.**

**PLEASE DO NOT WRITE BELOW THIS LINE – FOR ISSUING OFFICE ONLY**

Form Reviewed/Processed by: Assoc. # & Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Assistance Provided by: Assoc. # & Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Transaction Processed:  Driver License  ID Card  Temporary