



Manatee County Tax Collector

FULL SERVICE DRIVER LICENSE & ID CARD APPLICATION

Visit taxcollector.com to schedule an appointment or print this application.

ONE FULL SERVICE LOCATION TO SERVE YOU

Driver License Office - 904 301 Blvd W, Bradenton

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

Most transactions at this location are by appointment only.

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

The Driver License Office charges a **minimum fee of \$6.25** at the beginning of your visit for inquiries and transactions.

1 – ARE YOU VISITING THE RIGHT OFFICE?

Manatee County Residents: Most driver license and ID card transactions require an appointment at this office. See Section 6 for a complete list of appointment required transactions.

Out-of-County Residents: ALL driver license and ID card services for out-of-county residents are **ONLY** offered at the **Driver License Office, with an appointment**. When scheduling your appointment, you must select **'Non-Manatee County Resident DL/ID Card Transaction'** as your transaction type.

Visit taxcollector.com to schedule an appointment, print required Driver License & ID Card applications appropriate for your service type, or check lobby wait times. Text **"wait"** to 41411 for wait times via text messages.

The Driver License Office does **not** process title work, registration transactions, or property tax payments. These services are **ONLY** offered to **Manatee County residents** across the street at 819 301 Blvd W, and at our 3 branch offices, along with limited driver license and ID card services such as transfers from out-of-state, renewals, and replacements.

All **Out-of-County residents** must visit the First Manatee South County Tag Agency (5756 14th St W, in Bradenton) or another county to process title work or registration transactions. First Manatee South County Tag Agency **DOES NOT** process property tax payments.

2 - WHAT IS YOUR MANATEE COUNTY RESIDENCY STATUS? Proof is required.

- Manatee County Resident (or becoming one) Out-of-County Resident **APPOINTMENT REQUIRED**

3 - WHY ARE YOU HERE?

- Driver License (Receiving a Florida driver license **will cancel** all other state-issued driver licenses and ID cards.)
 ID Card (If requesting an ID card, your driver license will be cancelled.)
 Learner License

4 - MARK YOUR US CITIZENSHIP/LEGAL PRESENCE STATUS Select one status. Visit the services section applicable to your selection.

- Not a US Citizen (Immigrant, Permanent Resident/Green Card, Non-Immigrant or Temporary Resident) **APPOINTMENT REQUIRED** US Citizen – Born Abroad **APPOINTMENT REQUIRED**
 US Citizen – Naturalized (Naturalized less than two years ago) **APPOINTMENT REQUIRED** US Citizen – Naturalized (Naturalized over two years ago **and** have FL driver license/ID card)
 US Citizen – Naturalized (never issued FL driver license/ID card) **APPOINTMENT REQUIRED** US Citizen

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 on the right.

To ensure you are placed in the correct waiting queue, checkmark each item below that applies to you:

- You have your valid **Florida** license/ID card **in hand**.
 Your **Florida** license/ID card contains the Real ID star mentioned above.
 You need to renew your **Florida** license/ID card &/or change your address (if changing your address, see Page 6 for additional identification requirements).

Selecting an option that does not apply to you may result in an extended wait time.

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

- ◆ TRANSFERS FROM OUT-OF-STATE/OUT-OF-COUNTRY ◆ YOUR NAME HAS CHANGED
- ◆ CURRENT FLORIDA LICENSES OR ID CARDS WITHOUT A STAR



6 - MARK THE SERVICE(S) YOU NEED Mark all that apply. Fees are approximate. A \$15 late fee applies to renewals upon expiration. Appointments are required for all Out-of-County Residents. When scheduling your appointment, you must select 'Non-Manatee County Resident DL/ID Card Transaction' as your transaction type. Appointments scheduled for the wrong location &/or service will not be honored.

SPECIALIZED SERVICES (APPOINTMENT REQUIRED - visit taxcollector.com)

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- Non-US Citizen (Renew, Replace, Address Change, Transfer Out-of-State/Country) - \$31.25 & up
 - Born Abroad US Citizen (Renew, Replace, Address Change, Transfer Out-of-State/Country) - \$31.25 & up
 - Naturalized US Citizen – Naturalized less than two years ago (Renew, Replace, Address Change, Transfer Out-of-State/Country) - \$31.25 & up
 - Naturalized US Citizen – Never issued FL Driver License/ID Card - \$31.25 & up
 - Lost/Stolen Out-of-State Driver License/ID Card Transfer to Florida (Transcript **Required**) - \$31.25 & up
 - First-Time in Lifetime ID Card Issuance (never had a government issued ID in any US state) - \$31.25 & up
 - Learner License Issuance (already passed testing via Driver's Ed or 3rd party online) - \$54.25
 - Learner Upgrade to Class E (already passed Driver's Ed or passed the Driving Skills Road Test with a 3rd party) - \$6.25 to \$54.25
 - DUI Reinstatement and/or Ignition Interlock Restriction - \$206.25 & up
 - Hardship License Issuance (must have Bureau of Administrative Review/BAR Approval) - \$206.25 & up
 - Sexual Predator/Offender or Career Offender (any transaction) - \$6.25 & up
 - Add Florida Fish & Wildlife Conservation Commission (FWC) Lifetime License Designation to your Driver License/ID Card (Proof **Required**) - \$6.25 & up

TESTING SERVICES (APPOINTMENT REQUIRED - visit taxcollector.com)

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- Only offered to Manatee County residents with proof of residency. A retest fee (\$10 & up) may apply.
- Driving Skills Road Testing (for Class E) Registration & printed insurance required - visit taxcollector.com for full requirements. - \$6.25 & up
 - Written Testing (Learner License, First-Time Class E, Commercial/CDL) - \$6.25 & up
 - Learner License (Written testing needed) - \$54.25 & up
 - Medical Testing, Re-Exams & Issues/Questions - \$6.25 & up
 - Hazmat Testing/Fingerprinting (not offered in Manatee County; see self-service work station for information/locations)
 - CDL Driving Skills Road Testing (not offered in Manatee County; see self-service work station for information/locations)

COMMERCIAL/CDL SERVICES (APPOINTMENT REQUIRED - visit taxcollector.com)

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- All CDL customers must also complete a separate Commercial Driver License Application. See self-service work station to access, complete and print.
- Florida CDL Renewal, Replacement, Address Change, Name Change, Reinstatement, etc. or Transfer from Out-of-State - \$31.25 & up
 - Downgrade CDL to Class E Driver License (standard operator license) - \$6.25 & up
 - Upgrade Class E to CDL (testing complete) - \$81.25 & up
 - CDL Medical Card/Certificate Update - \$6.25 (OR update online for free at flhsmv.gov; some restrictions may apply)
 - CDL Disqualifications Clearances - \$81.25
 - CDL Temporary Operational Permit - \$6.25
 - Reinstatement Driving Privileges Due to Suspension or Revocation of NON-CDL Related Issues by CDL Holders, including license status check - \$6.25 & up (License status check and notice of pending suspension/research can be done for free at flhsmv.gov)
 - Other transaction involving a CDL (not listed above) - \$6.25 & up

OTHER SERVICES

- Make a selection only if your transaction was not listed above.
- Reinstatement of Driving Privileges Due to Suspension, Revocation, etc. - \$21.25 & up
 - License Status Check & Notice of Pending Suspension - \$6.25 (or research online for free at flhsmv.gov)
 - Traffic Ticket Clearance and Reinstatement of Driving Privilege (D6 suspension) - \$31.25 & up
 - Uncertified Driving Transcript; 3-Year, 7-Year or Complete Record - \$14.25 & up (or order through the State at flhsmv.gov)
 - Eye/Vision Exam or Vision Report Update - \$6.25
 - General Information - \$6.25
 - Other **APPOINTMENT REQUIRED IF YOUR TRANSACTION IS NOT LISTED** - \$6.25 & up

LIMITED SERVICES FOR US & NATURALIZED CITIZENS (Naturalized over two years ago AND have a Florida Driver License/ID card)

THE TRANSACTIONS LISTED BELOW CAN BE PROCESSED AT ANY BRANCH OFFICE, FOR MANATEE COUNTY RESIDENTS ONLY. APPOINTMENTS ARE HIGHLY RECOMMENDED. VISIT TAXCOLLECTOR.COM FOR LOCATIONS OR TO SCHEDULE AN APPOINTMENT.

- Renew Florida Class E Driver License or ID Card - \$31.25 to \$54.25
- Replacement Florida Class E Driver License or ID Card - \$31.25 (or \$6.25 with police report that specifically states "stolen")
- Address Change or Name Change on Florida Class E Driver License or ID Card with Proof of the Change - \$31.25
- Transfer Out-of-State Driver License or ID Card (license/ID must be available) - \$31.25 to \$54.25
- Add Motorcycle Endorsement to Florida Class E Driver License (Motorcycle Rider Course must already be complete) - \$38.25
- Surrender a Florida Class E Driver License for an ID Card - \$31.25
- Add Veteran Designation on Florida Class E Driver License or ID Card with Proof (DD Form 214, DD Form 2, etc.) - \$6.25 & up

7 - ALL APPLICANTS MUST ANSWER THE FOLLOWING

- 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**?
- 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!** ❤️
- Yes No.....Are you currently a Florida resident or are you becoming a Florida resident?
- Are you an insulin dependent diabetic? **Be prepared to provide your answer verbally. Do not write your response.**
- Do you need to complete a Commercial Driver License service? If yes, visit the self-service work station in the lobby to access, complete and print the separate Commercial Driver License Application (required). Note: **ALL** CDL related transactions require an appointment.

8 - DRIVER LICENSE APPLICANTS MUST ANSWER THE FOLLOWING

Identification Card applicants, skip to Section 9.

- 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

The following questions must be answered verbally during your transaction. Do not write your responses below.

- Have you ever been adjudged **by a court of law** to be mentally incapacitated, suffering from any mental disorder or mental disease?
- Have you suffered from epilepsy, fainting or dizzy spells within the last 2 years?
- Are you addicted to drugs or intoxicants?
- Do you have any physical or mental disabilities that could affect your driving?

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

Providing this information is completely voluntary. If you don't want to provide this information, skip to Section 10.

Provide all information below. You can add a secondary contact and make other changes anytime online by visiting 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 _____

10 - VETERAN INFORMATION (s. 322.14, F.S.)

Providing this information is completely voluntary. If you don't want to provide this information, skip to Section 11.

- Yes No.....Are you an honorably discharged military veteran? If yes, answer the following questions. If no, skip to Section 11.
- 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? **(Add \$1-\$3)** *You must be able to provide **proof of honorable discharge**, such as a DD-214 or Military Retired ID Card, to qualify.*

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

Providing this information is completely voluntary. If you don't want to provide this information, select **option 1** below and skip to Section 12. By completing the information below, you agree to use your residential address in Section 12 and signature in Section 13 for voter registration purposes.

- 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 12).
 - Option 2:** I am **currently registered** to vote in Florida and I don't need to make any changes (skip to Section 12).
 - Option 3:** I need to **change** the following info on my Florida voter's registration card: Address Party Name
 - 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: _____
- 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.*
- 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.
- Yes No Do you require voting assistance?
- 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, call 941.741.3823 or email info@votemanatee.com for details.*
- Yes No Are you Active Duty Military or Merchant Marine?
- Yes No Are you the dependent of Active Duty Military or Merchant Marine?
- Yes No Are you a US Citizen currently residing outside of the US?
- 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, calling 941.741.3823 or emailing info@votemanatee.com.
- 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 that all information provided in this application is true.

12 - PRINT YOUR PERSONAL INFORMATION (Required as part of the applicant's description per s. 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

ETHNICITY

Asian Black Hispanic Native American White Other

FULL MIDDLE NAME

ADDRESS WHERE YOU RECEIVE MAIL

Street Address or PO Box

FULL LAST NAME

City

State

Zip Code

SUFFIX

Jr, Sr, III, etc

HEIGHT

Feet

Inches

GENDER

Male

Female

DATE OF BIRTH

Month

Day

Year

ADDRESS WHERE YOU LIVE (If different than above)

Street Address (No PO Box)

COUNTRY OF BIRTH

STATE OF BIRTH

City

State

Zip Code

13 - OATH AND ACKNOWLEDGMENT (Required per s. 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 5, Section 14.

Signature of Applicant: _____

Date: _____

14 – ALL APPLICANTS ACKNOWLEDGE THE FOLLOWING INFORMATION BY SIGNING THIS APPLICATION

1. Yes..... I understand that any transactions or inquiries related to my identification or driver license record will be subject to a non-refundable service fee of \$6.25. This fee will be collected at the beginning of the visit, while any additional fees that may be due for the transaction will be collected at the end of the transaction. I also understand that instead of paying the \$6.25, I may obtain the information/forms/documents online at taxcollector.com, as well as process many transactions. A self-service work station is provided in the lobby.
2. Yes..... I am aware that many transactions require an appointment to either process a transaction or to seek information. I have reviewed the appointment required transactions list on Page 2 of this application. **Visit taxcollector.com to schedule an appointment** for your return visit. (There is a self-service work station in our lobby. Appointments cannot be made over the phone.)
3. Yes..... I understand that customers with an appointment will be served before walk-in customers. Many transactions require an appointment. I understand that if the transaction requires an appointment and I do not have one, the transaction will not be completed. I also understand that if I have made the incorrect appointment type or location for my transaction, the appointment will not be honored, the transaction will not be processed and I will need to reschedule under the proper appointment type/location. There is a self-service work station in the lobby to schedule/reschedule appointments.
4. Yes..... I understand that I cannot hold both a US ID card and a driver license at the same time. Issuance of an ID card or driver license will cancel any other Florida or out-of-state ID card or driver license (even if not presented to our office).
5. Yes..... **Help us help you!** If you are unable to complete your transaction today, *you are responsible* for retaining this application and other necessary documents. You will be required to present this application and other necessary documents upon your return visit.
6. 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.) so that it can be corrected. Once you leave the office, the transaction cannot be voided or cancelled and corrections/changes will be subject to standard fees.
7. Yes..... I understand that a person who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of their official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#), Florida Statutes.
8. 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.
9. Yes..... I understand that the following **are not processed in the Full Service Driver License Office:**
 - Property Tax Payments
 - Title Transactions
 - Registration (plate/decal) Transactions
 - Disabled Parking Permits
 - Mobile Home Related Transactions
10. Yes..... I understand that most Hunting/Fishing licenses can be purchased online, at sporting goods locations (Dick’s Sporting Goods, etc.) and other retailers (Walmart, K-Mart). Military Gold Sportsman licenses and Charter Boat Licenses are only available in the Full Service Driver License Office. **All** Hunting/Fishing transactions processed at the Driver License Office **must have an appointment**. This includes, but is not limited to, adding a Florida Fish & Wildlife Conservation Commission (or FWC) Lifetime License Designation to your driver license or ID card. (The \$6.25 driver license service fee does not apply to Hunting/Fishing transactions. Visit myfwc.com for Hunting/Fishing license fees and regulations.)

PLEASE HAVE YOUR CURRENT DRIVER LICENSE OR ID CARD OUT & TURN THIS FORM IN TO THE RECEPTIONIST.

THANK YOU FOR COMPLETING THE APPLICATION.

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

Form Reviewed/Processed by: _____ Assoc. # & Initials: _____ Date: _____ Transaction Processed: <input type="checkbox"/> Driver License <input type="checkbox"/> ID Card <input type="checkbox"/> Temporary	Customer Assistance Provided by: _____ Assoc. # & Initials: _____ Date: _____	TLSAE #: _____ Date: _____ Est. Fee: _____ Vision: P / F Date: _____ Assoc. # & Initials: _____ Restriction(s): _____ Learner: <input type="checkbox"/> Yes <input type="checkbox"/> No Reinstatement Only (No Other Changes Made to Customer Record): <input type="checkbox"/>
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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 the bottom of 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 to create a personalized checklist just for you, visit gathergoget.com.

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, don't 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!

◆ 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 don't have to supply identity documents (as you do in person), which gives you more time to gather them for a future visit.

NEED HELP REPLACING YOUR DOCUMENTS?

The **easiest and fastest** way to determine what documents you need and where to get them is by visiting gathergoget.com.

State & Government Agency Documents

US Birth Certificates

- Florida: Manatee County Health Department at 941.748.0747
- All States: vitalchek.com or cdc.gov/nchs/w2w.htm
- Hospital birth certificates are not acceptable

US Passports & Passport Cards

- Manatee County Court House at 941.741.4020
- <http://travel.state.gov/content/travel/english.html>

Marriage Certificates & Divorce Decrees

- Manatee County: Court House at 941.749.1800
- All States: vitalchek.com or cdc.gov/nchs/w2w.htm
- Church marriage certificates are not acceptable

Social Security Cards

- Local Social Security Administration Office at 800.772.1213
- socialsecurity.gov

Veterans & Military Service Records - Replacement DD-214

- <http://www.archives.gov/veterans/military-service-records/>

Concerns & Complaints about Real ID

Contact your US Senate or House of Representatives member(s):

US Senate

- Marco Rubio: 202.224.3041 or <http://rubio.senate.gov>
- Bill Nelson: 202.224.5274 or <http://billnelson.senate.gov>

House of Representatives

- Vern Buchanan: 202.225.5015 or <http://buchanan.house.gov>
- Thomas Rooney: 202.225.5792 or <http://rooney.house.gov>

Florida Division of Motorist Services

- gathergoget.com
- 850.617.3995 (7 AM - 5:45 PM, Monday - Friday)