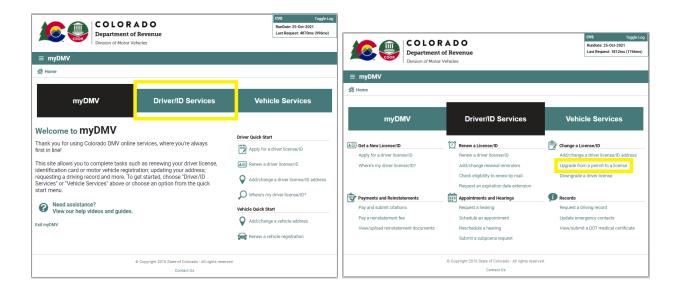# SB-251 Online Upgrade Instructions

After passing the drive test, please allow 24 hours for the driving school to attach the test to your account.

Go to https://mydmv.colorado.gov, click the "Driver/ID Services" button, then select "Upgrade from a permit to a license."
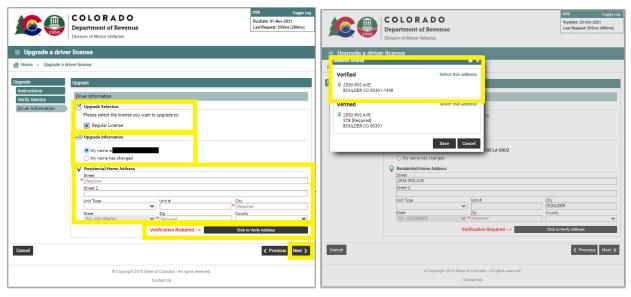

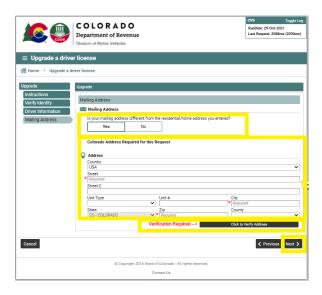After checking the eligibility requirements, click Next.

Enter the required information - Customer Identifier/Driver License Number, Last Name, Date of Birth, and Last Four of Social Security or Individual Taxpayer Identification Number. Click the certification statement, then click "Next." *Note: Do NOT click the "I do not have a Social Security Number or ITIN" statement. This will cause the system to ask for a different set of credentials.*
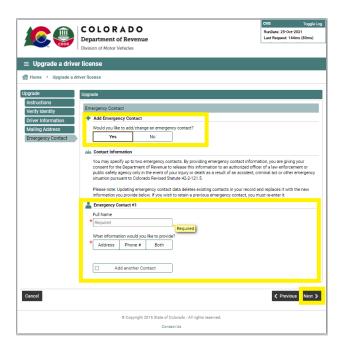

Select the license you want to upgrade to. The only option should be a Regular License. Confirm that your name is displayed correctly. Enter your current residential address including the full street address, city and zip code. Click the "Verify Address" button for USPS (United States Postal Service) verification. If necessary, select the appropriate "Verified" address and click "Save." Click "Next" to continue.
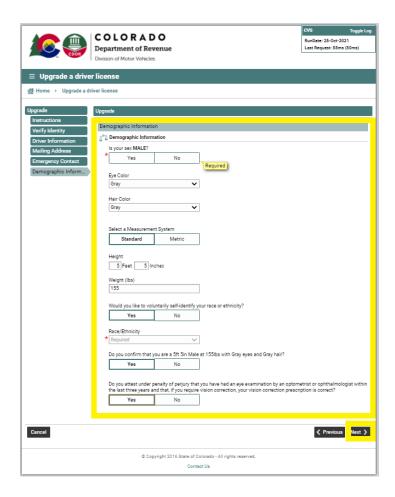
If your mailing address is the same as your residential address, click "No" on "Mailing Address" page, then click "Next." If you have a mailing address, click "Yes" to enter and verify the address, then click "Next."

Emergency Contact: you may add up to two emergency contacts, if this information has not already been provided. It is not required. Click "Yes" if you would like to do so; otherwise you may click "No."
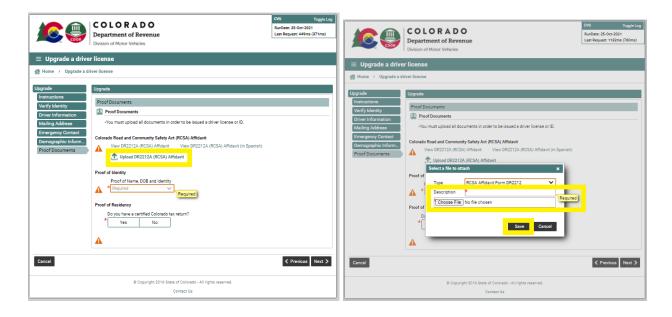
Demographic Information: verify your gender, enter your hair and eye color from the dropdown menus, enter your height and weight. You may voluntarily self-identify your race/ethnicity at this time, it is not required; choices will be given if you answer "Yes." Confirm the demographic information entered. Confirm an eye test has been completed within the last three years. Click "Next."
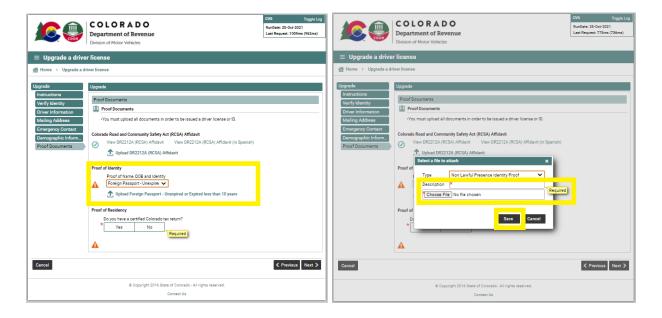
Upload a completed Colorado Road and Community Safety Act (CO-RCSA) Affidavit, Form 2212A or 2212B. These forms may be found here: https://dmv.colorado.gov/forms-number-order. Please note the 2212B is only valid for customers under the age of 18. To be accepted, all fields in the top portion of the form must be filled out completely, one box in the middle must be checked, and the form must be signed. Electronic signatures are acceptable.
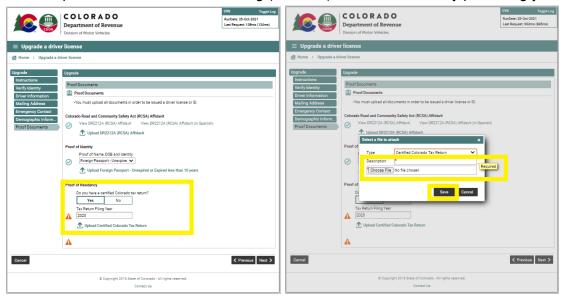

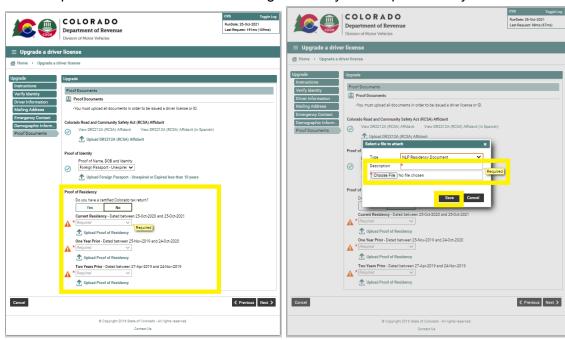Upload Proof of Identity. Acceptable documents can be found on the dropdown menu.

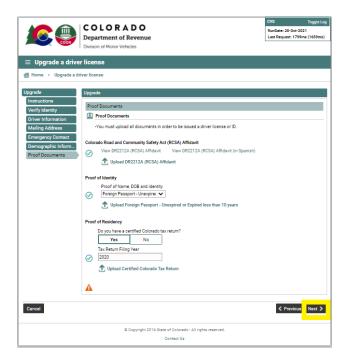Upload Proof of Residency. This may be proven in two ways:
- Certified proof of income tax return filing (DR0104) for the immediately preceding year
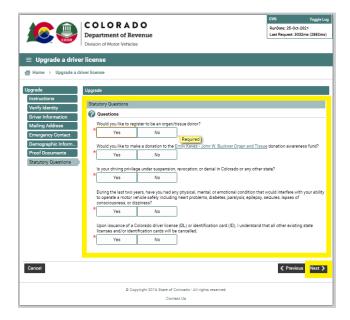

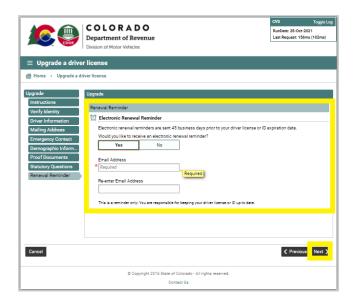- Three separate documents demonstrating residency for the past three years

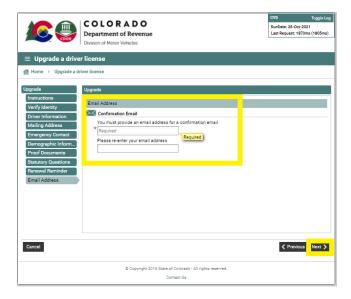After all proof documents are uploaded, click "Next."

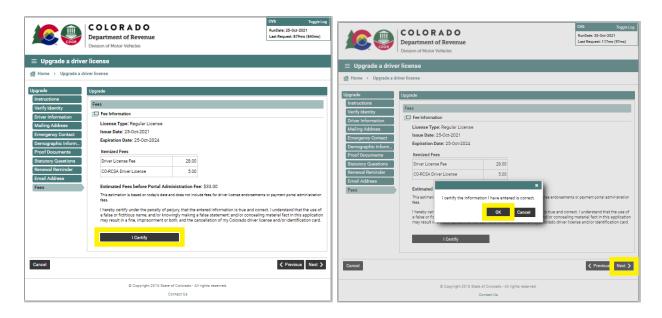Answer the required five Statutory questions, click "Next."

If you would like to receive email when it is time to renew, answer "Yes" and enter an email address. If you do not wish to receive a reminder you may answer "No." Click "Next."
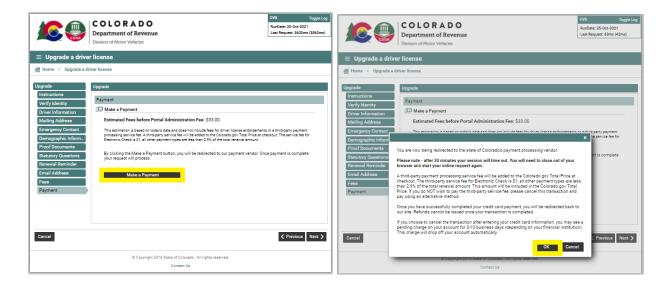

Enter your email address for confirmation of your online submission; click "Next."
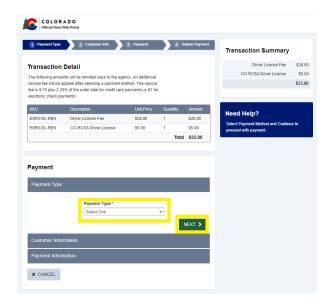
Click "I Certify" to certify that the information you provided is correct, then click "OK" in the pop-up box. Click "Next" to continue.
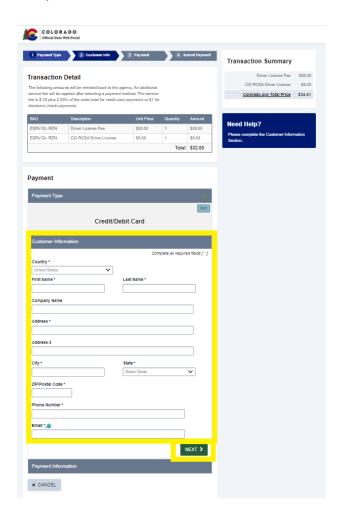

Click the "Make a Payment" button, then click "OK" in the pop-up box to be directed to the payment website.
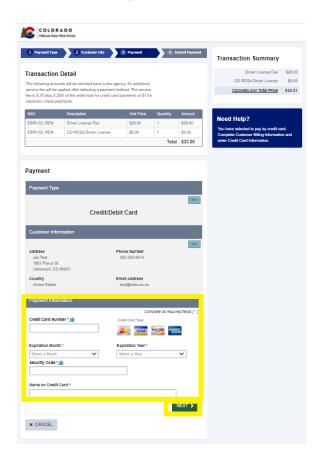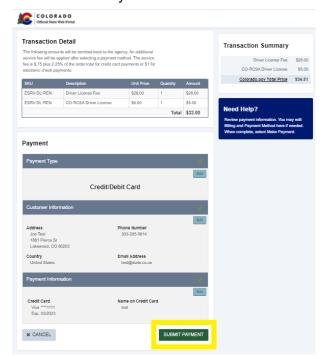
Select a Payment Type and click "Next."
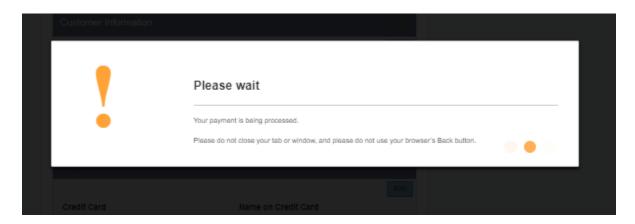

Complete the "Customer Information" and click "Next."

Complete the "Payment Information" and click "Next."

Click "Submit Payment."

Wait for the payment to process.

Click "Done."