

# Getting Your Permit: Your first trip to DPS

## What do I need to bring to the DPS?

You must be at least 15 years old to obtain your Texas Learner License (also referred to as a "Permit").

These are the documents you **MUST** take with you to the DPS when you apply for the learner license:

### From yourself:

- **A parent or legal guardian** - This **MUST** be the person designated as the instructor of record for the parent-taught course.

- **Completed Application for Driver License or Identification Card (DL-14A or DL-14B)** - This form is also available at all driver license offices, but completing it before you get to the office will speed up the process. **Do NOT sign the certification, parental authorization, or waiver of parental authorizations sections until you are in front of the clerk at the DPS.**

- Form "A" is for students 17 years, 10 months and above
- Form "B" is for students under 17 years, 10 months

- **Proof of Student Identity & Lawful Presence\***  
One of the following:

- U.S. passport book or card
- Texas ID
- Certificate of US Citizenship or Naturalization with photo

**OR**

- Original or certified copy of birth certificate **AND** school records (e.g. report cards, photo ID cards, etc.)

- **Proof of Texas Residency\*** - The parent/legal guardian will confirm the student's [Texas residency](#) to DPS by bringing the following items.

- Two of the following items under their name: Mortgage Statement, Utility Bills, Bank/Card Statements, Deed, Report Card, W-2, or Auto Insurance (At least one of these documents must be 30+ days old to show that you have lived in Texas and at that address for at least 30 days!) **OR**

If the parent or guardian does not have at least two forms of proof of residency, they will need to fill out the [Texas Residency Affidavit](#) - **Fill out but do NOT sign until in the presence of the DPS clerk! This form may also be obtained at the DPS office.**

- **Student's [Social Security Number](#)** - This can be the number **ONLY**. The hard copy social security card is not required. DPS officials will verify the number electronically during the visit.

- **Parent-taught service request receipt** - This is the first page of the Program Guide from TDLR. You should have obtained this receipt when the parent/instructor signed up for the program and can check for it again on the [TDLR](#) website.

- **\$16 Learner License [Application Fee](#)** - Cash, credit, check, or money order accepted.

## From your school:

- **Verification of Enrollment (VOE) Form\*\*** - This paperwork proves that the student is currently attending school and that their grades and attendance are in good standing. Fill this out and get it signed by somebody from the school's administrative office. Once signed, **it's good for 30 days.**

- If the student is not attending high school and is enrolled in a GED program, take or send a VOE form to the GED program's office and have someone on their staff sign as the administrator.
- If the student is home schooled, fill out the VOE form with the parent instructor.

## From Aceable:

- **DE-964 - Texas Driver Education Certificate** - We email this to the student within an hour of passing the permit test at the end of Level 1 and make it available to them in the "Records" tab in their account. **Print but do not sign until in the presence of the DPS clerk!**

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**\*Additional details** about what is required for the requested "proofs" of student identity, lawful presence, and residency can be found [here](#).

**\*\*Important notes** on the Verification of Enrollment (VOE) process

- **For Public or Private School Students:** Because most public or private schools require 24 to 72 hours to process a VOE form, you should request the form 3 to 7 days prior to your visit to the DPS driver license office. Also, most school administration offices close during the summer vacation periods, so you should request the VOE before the end of the school year. If you obtain the form at least one week prior to your school's summer closing, the form is generally valid until the start of the fall semester.
  - If you are not able to obtain a VOE prior to summer vacation, the DPS will accept the report card (hard copy or electronic version on a phone) as proof of attendance, grades, and good standing with your school. However, you WILL need to provide a VOE form at a later date when you apply for your Provisional License.
- **For Home School Students:** You'll fill out the VOE form yourself.
  - Check the first box, indicating your student is enrolled in a home school.
  - Type or print the student's name.
  - Type or print one parent's name and phone number in Administrator/Designee section.
  - Both the student and the parent must sign and date the form.

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