NEW DRIVER'S PERMIT REQUIREMENTS

ITEMS 1 – 7 MUST BE SUBMITTED WITH APPLICATION

- 1. COMPLETED APPLICATION
- 2. VALID LOUISIANA CHAUFFEUR'S OR CDL LICENSE
- 3. PROOF OF CITIZEN

Birth Certificate, Certificate of Naturalization, Valid U.S. Passport, Permanent resident card or Work Authorization document

- 4. CERTIFIED MOTOR VEHICLE RECORD FOR PAST 2 YEARS (On line, Go to expresslane.org, select driver services, than select official drivers records online) or visit your local Department of Motor Vehicle Office
- 5. PROOF OF RESIDENCE (MUST BE IN APPLICANTS NAME AND DATED SIX MONTHS PRIOR TO APPLICATION DATE)

TYPES OF DOCUMENTS ACCEPTED:

UTILITY BILL, WATER BILL, LANDLINE TELEPHONE BILL, MORTGAGE OR RENTAL AGREEMENT

(APPLICANT MUST RESIDE IN ORLEANS, JEFFERSON, ST. BERNARD, ST. TAMMANY, PLAQUEMINES, ST. CHARLES, ST. JOHN THE BAPTIST OR ST. JAMES PARISH)

- 6. EMPLOYMENT LETTER FROM COMPANY THAT WILL EMPLOY YOU AS A DRIVER (LINE LETTER)
- 7. DEFENSIVE DRIVING CERTIFICATE
- 8. FEDERAL BACKGROUND/CRIMINAL HISTORY REPORT (\$50.00 money order, paid to NOAB- New Orleans Aviation Board)
- 9. DRUG TEST (\$20.00 paid to drug testing facility)
- 10. PAYMENT TO SCHEDULE WRITTEN TEST (\$10.00)

Money Order or Cashier's Check (Paid to City of New Orleans) orMaster Card or Discover Card Credit Cards only. The City is also accepting MasterCard and Discover for in-person transactions. (A 2.45% convenience fee will be applied to the transaction.) This payment could be paid before scheduling background or drug test appointments. All fees are non-refundable.