

Motor Vehicle Division Informational Memo # 18-16
Driver's License Issuance Administrative Rules Update

DATE: October 15, 2018

FROM: Sara Siedsma, Compliance Officer, MVD

TO: All Driver & Identification Services (DIS) staff, Iowa County Treasurers and County Treasurer's staff who issue driver's licenses and non-operator's identification cards.

SUBJECT

This informational memo explains an update to administrative rule chapter 761—605, Driver's license issuance.

SUMMARY

The update to this rule chapter aligns with existing legal authority and department practice, and eliminates outdated requirements. Specifically,

- The physical descriptor related to eye color was updated to match the selections actually available in ARTS.
- The rule related to the replacement fee for a license marked "under 18" and "under 21" was amended to align with Iowa Code section 321.189, which requires the replacement fee to be \$10.
- The rules incorporate efficiencies allowing a customer address change to be completed online, no longer requiring two forms of proof of a residential address change at renewal, and allowing a license to be renewed within 180 days of the expiration date.
- Finally, the amendments align the rules to the online renewal options actually available in ARTS.

The administrative rule amendments are effective October 17, 2018.

LINK TO IOWA ADMINISTRATIVE RULES

<https://www.legis.iowa.gov/docs/aco/arc/4000C.pdf>

CURRENT

Previously, administrative rule chapter 761—605 did not reflect our current processes and procedures relating to driver's license issuance.

NEW

As of October 17, 2018, the above-referenced administrative rule chapter conforms to our current practices and procedures related to driver's license issuance.

BUSINESS IMPACT

This directive does not significantly impact the way that DIS operates, as the rules will now align with our current procedures.

HELPFUL QUESTIONS AND ANSWERS

The following questions and answers provide additional clarification which will be helpful to you and to customers.

WHAT CONSTITUTES “GOOD CAUSE” WHEN DETERMINING WHETHER TO RENEW A LICENSE EARLIER THAN 180 DAYS?

Administrative rule 761—605.25(2) allows the license to be renewed within 180 days before the expiration date, however, the rule also states that if this is impractical, we may renew the license earlier for good cause.

Good cause is not defined in the rule, but below are some general guidelines of what may constitute good cause to allow a license renewal earlier than 180 days of the expiration date:

- The customer is a commercial learner’s permit (CLP) holder and the base license will expire before the CLP expires.
- The customer attends school in another state or country, the customer travels to other states or countries for extended periods of time, or the customer works for the Peace Corps, or other entity primarily operating in another state or country.

Good cause would generally not be met if the customer has less than one year before their license expires and they show up to obtain a duplicate license, but don’t fall into any of the criteria listed above.

If you have questions about what constitutes good cause in a particular case that falls outside of the general guidelines listed above, please consult with your supervisor who may approve the renewal if they determine good cause has been met.