

**ADOPTED REGULATION OF THE  
DEPARTMENT OF MOTOR VEHICLES**

**LCB File No. R113-03**

Effective October 30, 2003

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1-14, NRS 481.051.

**Section 1.** Chapter 483 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 14, inclusive, of this regulation.

**Sec. 2.** *As used in sections 2 to 9, inclusive, of this regulation, “certificate of renewal” means a certificate issued by the Department pursuant to section 6 of this regulation to a person who renews his identification card by mail.*

**Sec. 3.** *The provisions of sections 2 to 9, inclusive, of this regulation apply to a person who is residing in this state at the time he applies to renew his identification card by mail.*

**Sec. 4. 1.** *Not less than 30 days before the expiration of an identification card, the Department will, if the holder of the identification card has not renewed his identification card, mail a notice of expiration to the holder of the identification card.*

**2.** *The Department will include with each notice of expiration mailed pursuant to subsection 1:*

*(a) A notice stating that the holder of the identification card may apply for the renewal of his identification card by mail; and*

*(b) An application for the renewal of his identification card by mail that includes the date on which the Department mailed the notice and application to the holder of the identification card.*

**Sec. 5. 1.** *Each application for the renewal of an identification card by mail must:*

*(a) Be made upon a form provided by the Department;*

*(b) Be mailed or otherwise delivered to the Department of Motor Vehicles, 555 Wright Way, Carson City, Nevada 89711-0450, Attention: Central Services and Records Division, Renewal by Mail Section;*

*(c) Be accompanied by the applicable fee required by NRS 483.820;*

*(d) Include the full legal name, date of birth, identification card number, mailing address and residential address of the applicant; and*

*(e) Include such other information as the Department may require.*

*2. At the time he applies for the renewal of his identification card by mail, an applicant may change his mailing or residential address as it appears on his identification card.*

*3. The Department will include on the application for the renewal of an identification card by mail the opportunity for the applicant to indicate on his certificate of renewal that he:*

*(a) Wishes to be a donor of all or part of his body pursuant to NRS 451.500 to 451.590, inclusive, or that he refuses to make an anatomical gift of his body or part of his body; or*

*(b) Wishes to register to vote or correct any information relating to the applicant set forth in the registrar of voters' register.*

**Sec. 6. 1.** *The Department will, by mail, issue a certificate of renewal to each qualified applicant for the renewal of his identification card.*

2. *The holder of an identification card is not eligible to apply for the renewal of the identification card by mail if:*

(a) *The identification card expires 4 years after the date of expiration stated thereon because a certificate of renewal has been issued for the identification card; or*

(b) *The holder is an international instructor, international student or seasonal resident.*

3. *As used in this section “seasonal resident” has the meaning ascribed to it in NAC 481.005.*

**Sec. 7.** *The Department will deny an application for the renewal of an identification card by mail and require the applicant to renew his identification card in person at an office of the Department if:*

1. *The applicant wishes to change any information other than his address which appears on the front of his identification card; or*

2. *The applicant’s identification card has been stolen, lost or destroyed.*

**Sec. 8.** 1. *If, not less than 2 weeks after the Department mails a certificate of renewal to an applicant for the renewal of his identification card by mail, the applicant notifies the Department that he has not received his certificate of renewal and the Department determines that the current mailing address of the applicant is the mailing address that the applicant listed on his application, the Department will mail a duplicate certificate of renewal to the applicant free of charge.*

2. *If the applicant notifies the Department pursuant to subsection 1 that he has not received his certificate of renewal and the Department determines that the mailing address of the applicant listed on the application is not the current mailing address of the applicant, the applicant must apply to the Department in person for the renewal of his identification card.*

**Sec. 9. 1.** *An identification card for which a certificate of renewal has been issued is valid until:*

*(a) The identification card expires; or*

*(b) The certificate of renewal is lost, stolen or destroyed.*

**2.** *If a certificate of renewal is lost, stolen or destroyed, the holder of the identification card for which the certificate of renewal is issued must apply in person to the Department for a new identification card. The new identification card expires on the date the identification card for which the certificate of renewal was issued would have expired if the certificate of renewal had not been lost, stolen or destroyed.*

**3.** *The Department will charge and collect the fee prescribed for a duplicate identification card set forth in NRS 483.820 for an identification card that is issued pursuant to subsection 2.*

**Sec. 10.** *The provisions of sections 10 to 14, inclusive, of this regulation apply to a person who is temporarily residing outside of this state at the time he applies for an identification card by mail.*

**Sec. 11. 1.** *A person specified in section 10 of this regulation may apply for the renewal of his identification card by mail by submitting to the Department:*

*(a) An application provided by the Department; or*

*(b) A letter of request which must include the applicant's:*

*(1) Full legal name.*

*(2) Date of birth.*

*(3) Social security number.*

*(4) Except as otherwise provided in this subparagraph, mailing address and the address of his residence in this state. If the applicant is an employee of the Federal Government or on active military duty or a dependent of such an applicant, he is not required to comply with this subparagraph, but he must submit an employment or military record which indicates that this state is the state of his residence.*

*(5) Mailing address outside the State.*

*(6) Physical description, including, without limitation, his height and weight and the color of his hair and eyes.*

*(7) Mother's maiden name.*

*(8) Signature.*

*2. Each application or letter of request must be accompanied by the fee required by NRS 483.820.*

*3. If the information set forth in the application or letter of request includes information indicating a change in the:*

*(a) Legal name;*

*(b) Date of birth;*

*(c) Social security number; or*

*(d) Sex,*

*↳ of the applicant, it must be accompanied by proof of the correct information.*

*4. Each application or letter of request must be mailed or otherwise delivered to the Department of Motor Vehicles, 555 Wright Way, Carson City, Nevada 89711-0450, Attention: Central Services and Records Division, Renewal by Mail Section.*

5. *Each applicant may register to vote or correct any information relating to the applicant set forth in the registrar of voters' register.*

6. *The Department will, within 10 business days after receiving the application or letter of request:*

- (a) Mail a new identification card to the applicant;*
- (b) Request additional information from the applicant; or*
- (c) Deny the application or request.*

7. *Each identification card mailed pursuant to this section must have the words "valid without photo" in the place where the photograph of the holder of the identification card would appear if he had obtained his identification card in person.*

**Sec. 12. 1.** *The Department may verify the identity of each person who applies for the renewal of his identification card by mail by comparing the applicant's signature on his application or letter of request with the signature on the applicant's current identification card.*

2. *The Department may verify the identity of each applicant by examining other original documents, including, without limitation, the passport or military identification of the applicant.*

**Sec. 13. 1.** *Any person who is a resident of this state, holds an identification card from this state and is temporarily residing outside this state is eligible to renew his identification card by mail unless, except as otherwise provided in subsection 2, he is applying for a second consecutive renewal by mail.*

2. *The Department may renew the identification card of any applicant who is employed by the Federal Government or on active military duty or the dependent of such an applicant:*

- (a) Regardless of whether his identification card was previously renewed by mail; and*
- (b) If his identification card has been expired for more than 1 year but less than 2 years.*

**Sec. 14. 1.** *If a person who applies for the renewal of his identification card by mail notifies the Department that he has not received the identification card within 30 days after the identification card was mailed and the Department determines that:*

*(a) The applicant did not change his mailing address, the Department will issue and mail another identification card to the applicant free of charge.*

*(b) The applicant has changed his mailing address, the applicant must apply for a duplicate identification card and pay the applicable fee for the duplicate identification card set forth in NRS 483.820.*

*2. If an applicant has lost, mutilated or destroyed his identification card, he must apply for a duplicate identification card and pay the applicable fee for the duplicate identification card set forth in NRS 483.820.*

**NOTICE OF ADOPTION OF PROPOSED REGULATION**  
**LCB File No. R113-03**

The Department of Motor Vehicles adopted regulations assigned LCB File No. R113-03 which pertain to chapter 483 of the Nevada Administrative Code on October 1, 2003.

**Notice date:** 8/21/2003

**Date of adoption by agency:** 10/1/2003

**Hearing date:** 9/22/2003 & 9/25/2003

**Filing date:** 10/30/2003

**INFORMATIONAL STATEMENT**

The Department of Motor Vehicles noticed and held public workshops and public hearings on September 22 and September 25, 2003, in Carson City and Las Vegas, respectively, to solicit comments and opinion on proposed regulations to identify the requirements for renewal by mail of an identification card. Copies of the proposed regulations were available by contacting the Department at (775) 684-4778 or through the mail, 555 Wright Way, Carson City, Nevada 89711.

The notice of public workshops and hearings and complete copies of the proposed regulations were posted on or before August 21, 2003, at the Nevada State Library and Archives and each office of the Department of Motor Vehicles. In each county where the Department does not maintain an office, the notice was posted at the main office of the public library.

Public workshops and hearings were held at 9:00 a.m. on September 22, 2003 in Carson City and at 2:00 p.m. on September 25, 2003 in Las Vegas. No one was in attendance at the Carson City location and no testimony concerning the proposed regulation was taken during the public hearing. Four people were in attendance at the Las Vegas location and no testimony concerning the proposed regulation was taken. No written comments were received.

The Department will adopt the proposed regulation with no changes made.

There are no adverse economic effects of this regulation to the Department, local authorities or the public.

There are no other state or government regulations that the proposed regulations duplicate.