

LCB File No. R113-03

**PROPOSED REGULATION OF THE DEPARTMENT
OF MOTOR VEHICLES**

Proposed Effective Date: October 1, 2003

AUTHORITY: NRS 483.220 and Senate Bill 483 of the 2003 Legislative Session

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

RENEWAL OF IDENTIFICATION CARD BY MAIL

Persons Residing in State

Section 1. *“Certificate of renewal” defined. As used in section 1 to section 14, inclusive, of this regulation, “certificate of renewal” means a certificate issued by the department to a person who renews his identification card by mail.*

Sec. 2. *Applicability of provisions. (NRS 483.820) The provisions of section 1 to section 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. 3. *Notification of eligibility.*

1. The department shall, not less than 30 days before the date on which the identification card of the holder expires, include with the expiration notice mailed to that holder:

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

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

Sec. 4. *Requirements for submission of application; contents of application.*

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

(a) Be made upon a form furnished 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 fees required pursuant to 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:

(a) That he 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; and

(b) That he wishes to register to vote or change his voter registration information.

Sec. 5. Ineligibility.

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

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

(b) He is an international instructor or an international student; or

(c) He is a seasonal resident.

2. As used in this section:

(a) "International instructor" has the meaning ascribed to it in NRS 483.081.

(b) "International student" has the meaning ascribed to it in NRS 483.082.

(c) "Seasonal Resident" has a meaning ascribed to it in NAC 481.005.

Sec. 6. Denial of application.

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

(a) The applicant wishes to change the information that appears on the front of his identification card other than his address; or

(b) The applicant's identification card has been stolen, lost or destroyed.

Sec. 7. Issuance of certificate of renewal; certificate and identification card to be carried; expiration of license renewed by mail.

1. The department will issue to each qualified applicant for the renewal of his identification card by mail a certificate of renewal.

2. A person to whom a certificate of renewal is issued shall have the certificate and his identification card in his possession.

3. An identification card for which a certificate of renewal has been issued expires on the fourth anniversary of the birthday of the holder of the identification card, measured from the birthday nearest the date of issuance or renewal. For the purposes of this section, any applicant whose date of birth was on February 29 in a leap year is considered to have the anniversary of his birth fall on February 28.

Sec. 8. Failure to receive certificate of renewal from department.

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 at no 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. *Period of validity of license renewed by mail; loss, theft or destruction of certificate of renewal.*

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 licensee 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 pursuant to NRS 483.820 .

Persons Temporarily Residing Outside of State

Sec. 10. *Applicability of provisions. The provisions of section 10 to section 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. *Requirements for application or letter of request; action by department.*

1. A person may apply for an 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 following:

(1) His full legal name.

(2) His date of birth.

(3) His social security number.

(4) Except as otherwise provided in this subparagraph, his mailing address and the address of his residence in this state. If the applicant is an employee of the Federal Government, on active military duty or a dependent of such a person, 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) His mailing address outside the state.

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

(7) His mother's maiden name.

(8) His signature.

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

3. If the application or letter of request is to change 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.

5. *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.*

6. *Each applicant will be given the opportunity to register to vote or to correct information in the registrar of voters' register.*

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

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

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

Sec. 12. Verification of identity of applicant

1. *The department will attempt to verify the identity of each person who applies for an identification card by mail by comparing the applicant's signature on his application with the signature on the applicant's current identification card.*

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

Sec. 13. Determination of eligibility

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 obtain his identification card by mail unless, 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, on active military duty or the dependent of such a person:*

- (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. Failure to receive identification card from department; application for duplicate card.

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

(a) The applicant did not change his mailing address, the department will process and mail another identification card at no charge to the applicant.

(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.

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