



AUTHORIZED DRIVER DESIGNATION APPLICATION

*** TYPED APPLICATIONS REQUIRED ***

INSTRUCTIONS: Only authorized employees may lease vehicles from the Office of Fleet Services for official state business. Rental vehicle charges will be processed according to the information given below unless Fleet Services is directed otherwise. Information must be updated by agencies as needed.

The following information is required in accordance with the State of Delaware Motor Vehicle Record Policy:

Items marked in **Red** are required to complete this form.

Driver Status:

Driver's Full Name (use your "proper name" as it appears on Driver's License):

First	M	Last	Suffix
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Business E-Mail Address:

Driver's Work Phone: - - , Ext. **Work Cell:** - -

Employee ID: (If not on State of DE payroll, enter 000000)

Driver's Work Building/Area Name: **City:**

Driver's D/D/S Billing Code: (This is a 6 digit code which can be obtained from your Accounting Office)

Driver's License Number: **State:** **Expiration Date:** / /

License Classification: (see attached document for complete descriptions)

License Endorsements: (check all that apply) see attached document for complete description list

NA NB H N O P Q R T X M S Z None

License Restrictions: (check all that apply) see attached document for complete description list

B C D E F G I J K L V W Y None

Supervisor's Name:

Supervisor's Phone: - - , Ext.

Supervisor's E-Mail Address:

License Class Codes

New Class Code	Old Class Code	Description
D	A	Class D
CA	C	CDL Class A
CB	B	CDL Class B
CC	C	CDL Class C
DA	ADMIN	Denied License in Administration Office
DD	DOVER	Denied License in Dover Lane Office
DG	GTWN	Denied License in Georgetown Office
DN	NC	Denied License in New Castle Office
DW	WILM	Denied License in Wilmington Office
LP		Learner Permit
NA	C	Non-CDL A
NB	B	Non-CDL B
NO		None
OT		Other
PA	Z	Perm Non-CDL A
PB	Y	Perm Non-CDL B
PD	X	Perm Class D
T		Temporary License

Endorsement Codes

AAMVA Code	Private/CMV	Description
H	CMV	Hazardous Material
N	CMV	Tank Vehicle
O	CMV	Other
P	CMV	Passenger, All Commercial Motor Vehicle (CMV)
Q	CMV	Passenger, B and C CMV Only
R	CMV	Passenger, C CMV Only
T	CMV	Double/Triple Trailer
X	CMV	Tank and Hazmat
M	Both	Motorcycle
S	CMV	School Bus
Z	Both	Taxicab

Restriction Codes

AAMVA Code	Description
B	Corrective Lenses
C	Mechanical Aid
D	Prosthetic Aid
E	Auto Transmission
F	Outside Mirrors
G	Daylight Only
I	Limit – Other
J	Other
K	CDL Intrastate Only
L	CMV without Airbrakes
V	Ignition Interlock
W	Medical
Y	Convicted Sex Offender