

**WEST VIRGINIA DEPARTMENT OF EDUCATION  
 Driver Eligibility Certificate/Enrollment Form – For Instruction Permit or License  
 FOR STUDENT LIVING IN WEST VIRGINIA – ATTENDING OUT OF STATE SCHOOLS  
 OR  
 PRIVATE IN STATE SCHOOLS**

The purpose of this form is to provide documentation of attendance/enrollment status for a student applying for an instruction permit or license to operate a motor vehicle as required by State Laws of West Virginia 18-8-11 and 17B-2-5 of the West Virginia Motor Vehicle Law.

18-8-11 School attendance as condition of licensing for privilege of operation of motor vehicle. “ The division of motor vehicles shall deny a license or instruction permit for the operation of a motor vehicle to any person under the age of eighteen who does not at the time of application present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state or documentation that the person is enrolled in a secondary school of this state or any other state.”

17B-2-5 Qualifications, issuance and fee for instruction permits. “Any person who is at least 15 years of age may apply to the division for an instruction permit.” If presenting documentation of compliance with the provisions of 18-8-11.)

**(PLEASE TYPE OR PRINT IN INK)**

\_\_\_\_\_  
 FULL LEGAL NAME – NO NICKNAMES

\_\_\_\_\_  
 SOCIAL SECURITY NUMBER –OPTIONAL

\_\_\_\_\_  
 PHYSICAL ADDRESS – NO P.O. BOXES ACCEPTED  
 (Required)

\_\_\_\_\_  
 BIRTH DATE – MONTH/DAY/YEAR

\_\_\_\_\_  
 Mailing Address  Same as above

\_\_\_\_\_  
 CITY, STATE, ZIP CODE

The above named individual is now enrolled at \_\_\_\_\_ School. Pursuant with 18-8-11, he/she is enrolled and is eligible for a permit or driver’s license. This form will expire on 30 calendar days from date issued.

**CHECK IF THIS IS FOR AN OUT OF STATE PUBLIC/PRIVATE SCHOOL OR AN IN STATE PRIVATE SCHOOL**

OUT OF STATE PUBLIC/PRIVATE SCHOOL       IN STATE PRIVATE SCHOOL

\_\_\_\_\_  
 SCHOOL PRINCIPAL (TYPE OR PRINT)

\_\_\_\_\_  
 SCHOOL PHONE NUMBER

\_\_\_\_\_  
 SCHOOL ADDRESS

\_\_\_\_\_  
 SIGNATURE DATE ISSUED

**REQUIREMENT: STUDENTS MUST PRESENT WITH THIS FORM ON ORIGINAL LETTERHEAD A LETTER THAT STATES THE STUDENT IS ACTIVELY ENROLLED IN GOOD STANDING AND MEETING THE ABOVE MENTIONED SCHOOL’S ATTENDANCE CRITERIA.**

**SCHOOL  
 SEAL**

This form is to be completed/signed by the school principal and returned to the above-mentioned student. The student is responsible for delivering this form to the West Virginia Driver’s License Examination Center. The student is responsible for having the form completed prior to the summer months. During the summer months the form will be valid from June 1 to the following school term.

**No form will be accepted until completed in full.**

Student will need to present to the West Virginia Driver’s License Examination Center their social security card and birth certificate.