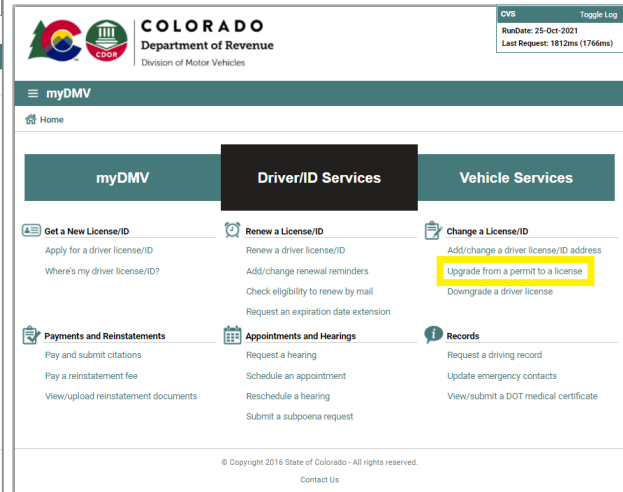
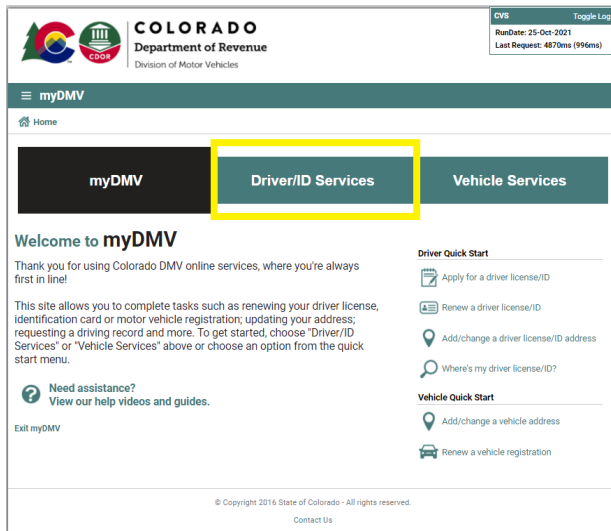


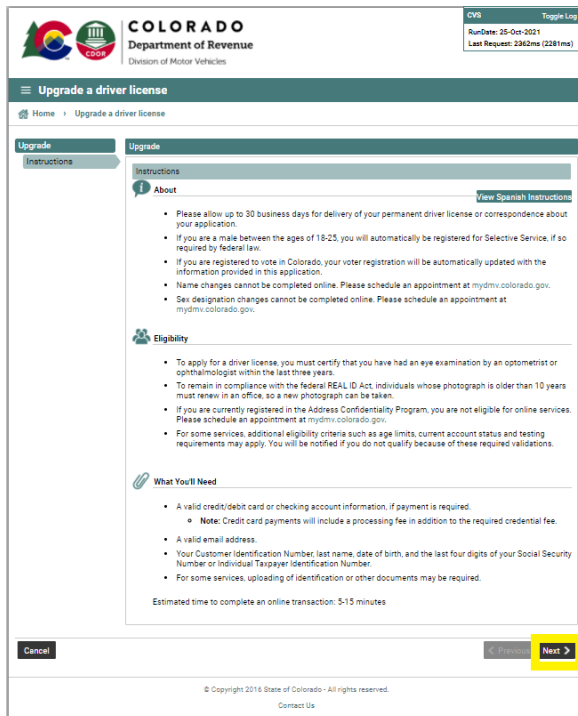
SB-251 Online Upgrade Instructions

After passing the drive test, please allow 24 hours for the driving school to attach the test to your account.

Go to <https://mydmv.colorado.gov>, click the “Driver/ID Services” button, then select “Upgrade from a permit to a license.”



After checking the eligibility requirements, click Next.



Enter the required information - Customer Identifier/Driver License Number, Last Name, Date of Birth, and Last Four of Social Security or Individual Taxpayer Identification Number. Click the certification statement, then click “Next.” *Note: Do NOT click the “I do not have a Social Security Number or ITIN” statement. This will cause the system to ask for a different set of credentials.*

Select the license you want to upgrade to. The only option should be a Regular License. Confirm that your name is displayed correctly. Enter your current residential address including the full street address, city and zip code. Click the “Verify Address” button for USPS (United States Postal Service) verification. If necessary, select the appropriate “Verified” address and click “Save.” Click “Next” to continue.

If your mailing address is the same as your residential address, click “No” on “Mailing Address” page, then click “Next.” If you have a mailing address, click “Yes” to enter and verify the address, then click “Next.”

The screenshot shows the 'Upgrade a driver license' page with the 'Mailing Address' section highlighted in yellow. The page header includes the Colorado Department of Revenue logo and 'Division of Motor Vehicles'. The page title is 'Upgrade a driver license'. The left sidebar contains navigation links: Upgrade, Instructions, Verify Identity, Driver Information, Mailing Address, and Emergency Contact. The main content area has a 'Mailing Address' section with a question: 'Is your mailing address different from the residential/home address you entered?' with 'Yes' and 'No' buttons. Below this is a 'Colorado Address Required for this Request' section with fields for Address, Country (USA), Street, Street 2, Unit Type, Unit #, City, State (CO-COLORADO), Zip, and Country. A 'Verification Required' message is displayed in red. At the bottom, there are 'Cancel', '< Previous', and 'Next >' buttons.

Emergency Contact: you may add up to two emergency contacts, if this information has not already been provided. It is not required. Click “Yes” if you would like to do so; otherwise you may click “No.”

The screenshot shows the 'Upgrade a driver license' page with the 'Emergency Contact' section highlighted in yellow. The page header includes the Colorado Department of Revenue logo and 'Division of Motor Vehicles'. The page title is 'Upgrade a driver license'. The left sidebar contains navigation links: Upgrade, Instructions, Verify Identity, Driver Information, Mailing Address, and Emergency Contact. The main content area has an 'Emergency Contact' section with a question: 'Would you like to add/change an emergency contact?' with 'Yes' and 'No' buttons. Below this is a 'Contact Information' section with a note: 'You may specify up to two emergency contacts. By providing emergency contact information, you are giving your consent for the Department of Revenue to release this information to an authorized officer of a law enforcement or public safety agency only in the event of your injury or death as a result of an accident, criminal act or other emergency situation pursuant to Colorado Revised Statute 42-2-121.5. Please note: Updating emergency contact data deletes existing contacts in your record and replaces it with the new information you provide below. If you wish to retain a previous emergency contact, you must re-enter it.' Below the note is an 'Emergency Contact #1' section with a 'Full Name' field (marked as required) and a 'What information would you like to provide?' section with radio buttons for 'Address', 'Phone #', and 'Both'. An 'Add another Contact' button is also present. At the bottom, there are 'Cancel', '< Previous', and 'Next >' buttons.

Demographic Information: verify your gender, enter your hair and eye color from the dropdown menus, enter your height and weight. You may voluntarily self-identify your race/ethnicity at this time, it is not required; choices will be given if you answer “Yes.” Confirm the demographic information entered. Confirm an eye test has been completed within the last three years. Click “Next.”

COLORADO
Department of Revenue
Division of Motor Vehicles

CVS Toggle Log
RunDate: 25-Oct-2021
Last Request: 55ms (50ms)

Upgrade a driver license

Home > Upgrade a driver license

- Upgrade
- Instructions
- Verify Identity
- Driver Information
- Mailing Address
- Emergency Contact
- Demographic Inform...

Upgrade

Demographic Information

Demographic Information

Is your sex MALE?
* Yes No **Required**

Eye Color
Gray

Hair Color
Gray

Select a Measurement System
Standard Metric

Height
5 Feet 5 Inches

Weight (lbs)
155

Would you like to voluntarily self-identify your race or ethnicity?
Yes No

Race/Ethnicity
* Required

Do you confirm that you are a 5R 5in Male at 155lbs with Gray eyes and Gray hair?
Yes No

Do you attest under penalty of perjury that you have had an eye examination by an optometrist or ophthalmologist within the last three years and that, if you require vision correction, your vision correction prescription is correct?
Yes No

Cancel < Previous **Next** >

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Upload a completed Colorado Road and Community Safety Act (CO-RCSA) Affidavit, Form 2212A or 2212B. These forms may be found here: <https://dmv.colorado.gov/forms-number-order>. Please note the 2212B is only valid for customers under the age of 18. To be accepted, all fields in the top portion of the form must be filled out completely, one box in the middle must be checked, and the form must be signed. Electronic signatures are acceptable.

COLORADO
Department of Revenue
Division of Motor Vehicles

CVS Toggle Log
RunDate: 25-Oct-2021
Last Request: 449ms (371ms)

Upgrade a driver license

Upgrade

Instructions

Verify Identity

Driver Information

Mailing Address

Emergency Contact

Demographic Inform...

Proof Documents

Proof Documents

You must upload all documents in order to be issued a driver license or ID.

Colorado Road and Community Safety Act (RCSA) Affidavit

View DR2212A (RCSA) Affidavit View DR2212A (RCSA) Affidavit (in Spanish)

Upload DR2212A (RCSA) Affidavit

Proof of Identity

Proof of Name, DOB and Identity

Required

Proof of Residency

Do you have a certified Colorado tax return?

Yes No

Required

Cancel Previous Next

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COLORADO
Department of Revenue
Division of Motor Vehicles

CVS Toggle Log
RunDate: 25-Oct-2021
Last Request: 1192ms (760ms)

Upgrade a driver license

Upgrade

Instructions

Verify Identity

Driver Information

Mailing Address

Emergency Contact

Demographic Inform...

Proof Documents

Proof Documents

You must upload all documents in order to be issued a driver license or ID.

Colorado Road and Community Safety Act (RCSA) Affidavit

View DR2212A (RCSA) Affidavit View DR2212A (RCSA) Affidavit (in Spanish)

Upload DR2212A (RCSA) Affidavit

Select a file to attach

Type RCSA Affidavit Form DR2212

Description

Choose File No file chosen

Required

Save Cancel

Cancel Previous Next

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Upload Proof of Identity. Acceptable documents can be found on the dropdown menu.

COLORADO
Department of Revenue
Division of Motor Vehicles

CVS Toggle Log
RunDate: 25-Oct-2021
Last Request: 1009ms (962ms)

Upgrade a driver license

Upgrade

Instructions

Verify Identity

Driver Information

Mailing Address

Emergency Contact

Demographic Inform...

Proof Documents

Proof Documents

You must upload all documents in order to be issued a driver license or ID.

Colorado Road and Community Safety Act (RCSA) Affidavit

View DR2212A (RCSA) Affidavit View DR2212A (RCSA) Affidavit (in Spanish)

Upload DR2212A (RCSA) Affidavit

Proof of Identity

Proof of Name, DOB and Identity

Foreign Passport - Unexpired

Upload Foreign Passport - Unexpired or Expired less than 10 years

Proof of Residency

Do you have a certified Colorado tax return?

Yes No

Required

Cancel Previous Next

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COLORADO
Department of Revenue
Division of Motor Vehicles

CVS Toggle Log
RunDate: 25-Oct-2021
Last Request: 775ms (736ms)

Upgrade a driver license

Upgrade

Instructions

Verify Identity

Driver Information

Mailing Address

Emergency Contact

Demographic Inform...

Proof Documents

Proof Documents

You must upload all documents in order to be issued a driver license or ID.

Colorado Road and Community Safety Act (RCSA) Affidavit

View DR2212A (RCSA) Affidavit View DR2212A (RCSA) Affidavit (in Spanish)

Upload DR2212A (RCSA) Affidavit

Select a file to attach

Type Non Lawful Presence Identity Proof

Description

Choose File No file chosen

Required

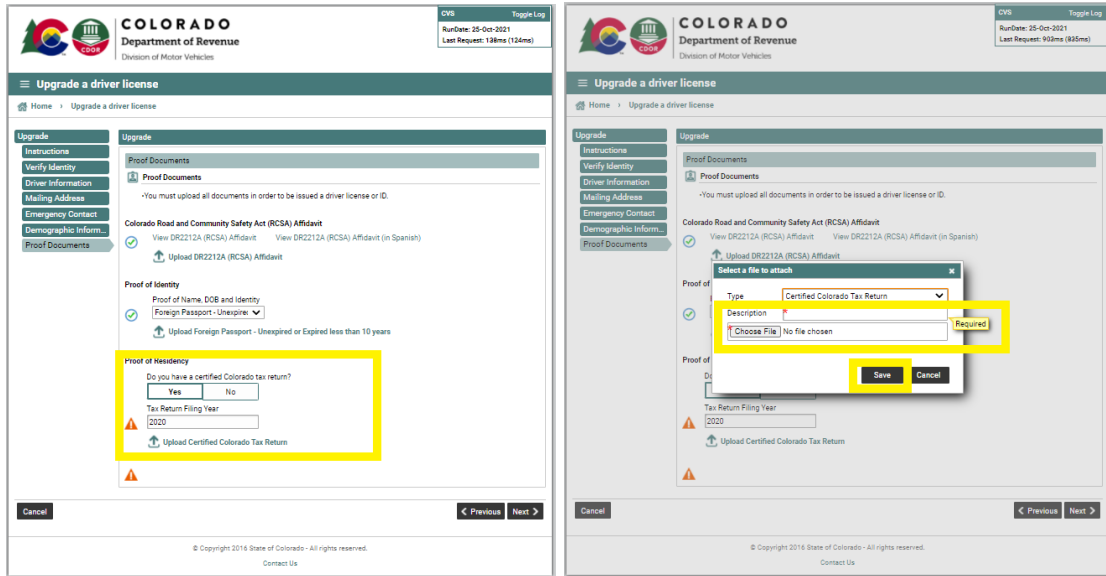
Save Cancel

Cancel Previous Next

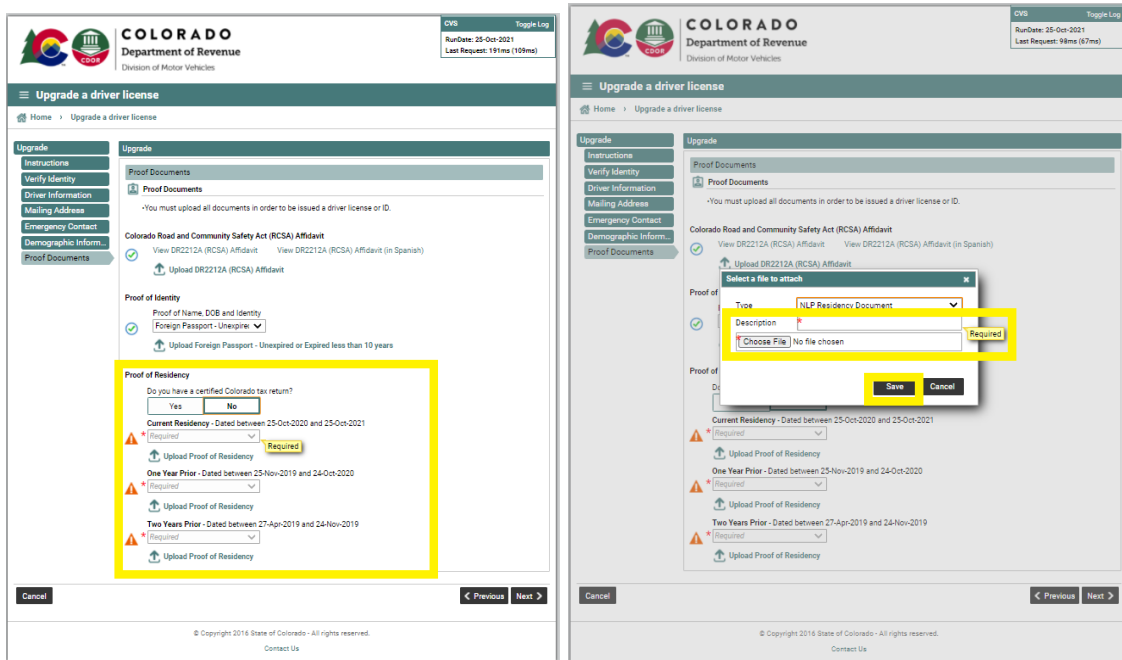
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Contact Us

Upload Proof of Residency. This may be proven in two ways:

- Certified proof of income tax return filing (DR0104) for the immediately preceding year



- Three separate documents demonstrating residency for the past three years



After all proof documents are uploaded, click “Next.”

The screenshot shows the 'Upgrade a driver license' page with the 'Proof Documents' section highlighted. The page header includes the Colorado Department of Revenue logo and 'Division of Motor Vehicles'. A status box in the top right corner displays 'CVS Toggle Log', 'RunDate: 25-Oct-2021', and 'Last Request: 1799ms (1659ms)'. The left sidebar contains navigation links: Upgrade, Instructions, Verify Identity, Driver Information, Mailing Address, Emergency Contact, Demographic Inform..., and Proof Documents. The main content area is titled 'Upgrade' and contains the following sections:

- Proof Documents:** A sub-section titled 'Proof Documents' with a note: "You must upload all documents in order to be issued a driver license or ID." Below this, there is a link for 'Colorado Road and Community Safety Act (RCSA) Affidavit' with two options: 'View DR2212A (RCSA) Affidavit' and 'View DR2212A (RCSA) Affidavit (in Spanish)'. A green checkmark is next to the text. Below the link is an 'Upload DR2212A (RCSA) Affidavit' button.
- Proof of Identity:** A sub-section titled 'Proof of Identity' with a note: 'Proof of Name, DOB and Identity'. A dropdown menu is set to 'Foreign Passport - Unexpired'. Below it is an 'Upload Foreign Passport - Unexpired or Expired less than 10 years' button.
- Proof of Residency:** A sub-section titled 'Proof of Residency' with a question: 'Do you have a certified Colorado tax return?'. There are 'Yes' and 'No' radio buttons. Below this is a 'Tax Return Filing Year' field with '2020' entered. Below the field is an 'Upload Certified Colorado Tax Return' button.

At the bottom of the page, there are 'Cancel', '< Previous', and 'Next >' buttons. The footer contains '© Copyright 2016 State of Colorado - All rights reserved.' and 'Contact Us'.

Answer the required five Statutory questions, click “Next.”

The screenshot shows the 'Upgrade a driver license' page with the 'Statutory Questions' section highlighted. The page header and sidebar are identical to the previous screenshot. The main content area is titled 'Upgrade' and contains the following sections:

- Statutory Questions:** A sub-section titled 'Statutory Questions' with a question: 'Would you like to register to be an organ/tissue donor?'. There are 'Yes' and 'No' radio buttons. A red asterisk is next to the question, and a 'Required' label is next to the 'No' button.
- Statutory Questions:** A question: 'Would you like to make a donation to the Emily Krives - John W. Buckner Organ and Tissue donation awareness fund?'. There are 'Yes' and 'No' radio buttons. A red asterisk is next to the question.
- Statutory Questions:** A question: 'Is your driving privilege under suspension, revocation, or denial in Colorado or any other state?'. There are 'Yes' and 'No' radio buttons. A red asterisk is next to the question.
- Statutory Questions:** A question: 'During the last two years, have you had any physical, mental, or emotional condition that would interfere with your ability to operate a motor vehicle safely including heart problems, diabetes, paralysis, epilepsy, seizures, lapses of consciousness, or dizziness?'. There are 'Yes' and 'No' radio buttons. A red asterisk is next to the question.
- Statutory Questions:** A question: 'Upon issuance of a Colorado driver license (DL) or identification card (ID), I understand that all other existing state licenses and/or identification cards will be cancelled.'. There are 'Yes' and 'No' radio buttons. A red asterisk is next to the question.

At the bottom of the page, there are 'Cancel', '< Previous', and 'Next >' buttons. The footer contains '© Copyright 2016 State of Colorado - All rights reserved.' and 'Contact Us'.

If you would like to receive email when it is time to renew, answer “Yes” and enter an email address. If you do not wish to receive a reminder you may answer “No.” Click “Next.”

COLORADO
Department of Revenue
Division of Motor Vehicles

CVS Toggle Log
RunDate: 25-Oct-2021
Last Request: 156ms (102ms)

Upgrade a driver license

Home > Upgrade a driver license

Upgrade

Instructions
Verify Identity
Driver Information
Mailing Address
Emergency Contact
Demographic Inform...
Proof Documents
Statutory Questions
Renewal Reminder

Renewal Reminder

Electronic Renewal Reminder

Electronic renewal reminders are sent 45 business days prior to your driver license or ID expiration date.

Would you like to receive an electronic renewal reminder?

Email Address
* Required Required

Re-enter Email Address

This is a reminder only. You are responsible for keeping your driver license or ID up to date.

Cancel

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Enter your email address for confirmation of your online submission; click “Next.”

COLORADO
Department of Revenue
Division of Motor Vehicles

CVS Toggle Log
RunDate: 25-Oct-2021
Last Request: 1870ms (1805ms)

Upgrade a driver license

Home > Upgrade a driver license

Upgrade

Instructions
Verify Identity
Driver Information
Mailing Address
Emergency Contact
Demographic Inform...
Proof Documents
Statutory Questions
Renewal Reminder
Email Address

Email Address

Confirmation Email

You must provide an email address for a confirmation email

* Required Required

Please re-enter your email address

Cancel

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Click “I Certify” to certify that the information you provided is correct, then click “OK” in the pop-up box. Click “Next” to continue.

COLORADO
Department of Revenue
Division of Motor Vehicles

RunDate: 25-Oct-2021
Last Request: 87ms (840ms)

Upgrade a driver license

Upgrade

Instructions

Verify Identity

Driver Information

Mailing Address

Emergency Contact

Demographic Inform...

Proof Documents

Statutory Questions

Renewal Reminder

Email Address

Fees

Fee Information

License Type: Regular License
Issue Date: 25-Oct-2021
Expiration Date: 25-Oct-2024

Itemized Fees

Driver License Fee	28.00
CO-RCSA Driver License	5.00

Estimated Fees before Portal Administration Fee: \$33.00

This estimation is based on today's data and does not include fees for driver license endorsements or payment portal administration fees.

I hereby certify under the penalty of perjury, that the entered information is true and correct. I understand that the use of a false or fictitious name, and/or knowingly making a false statement, and/or concealing material fact in this application may result in a fine, imprisonment or both, and the cancellation of my Colorado driver license and/or identification card.

I Certify

Cancel Previous Next

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COLORADO
Department of Revenue
Division of Motor Vehicles

RunDate: 25-Oct-2021
Last Request: 117ms (97ms)

Upgrade a driver license

Upgrade

Instructions

Verify Identity

Driver Information

Mailing Address

Emergency Contact

Demographic Inform...

Proof Documents

Statutory Questions

Renewal Reminder

Email Address

Fees

Fee Information

License Type: Regular License
Issue Date: 25-Oct-2021
Expiration Date: 25-Oct-2024

Itemized Fees

Driver License Fee	28.00
CO-RCSA Driver License	5.00

Estimated Fees before Portal Administration Fee: \$33.00

This estimation is based on today's data and does not include fees for driver license endorsements or payment portal administration fees.

I hereby certify under the penalty of perjury, that the entered information is true and correct. I understand that the use of a false or fictitious name, and/or knowingly making a false statement, and/or concealing material fact in this application may result in a fine, imprisonment or both, and the cancellation of my Colorado driver license and/or identification card.

I Certify

Cancel Previous **Next**

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Click the “Make a Payment” button, then click “OK” in the pop-up box to be directed to the payment website.

COLORADO
Department of Revenue
Division of Motor Vehicles

RunDate: 25-Oct-2021
Last Request: 3620ms (3562ms)

Upgrade a driver license

Upgrade

Instructions

Verify Identity

Driver Information

Mailing Address

Emergency Contact

Demographic Inform...

Proof Documents

Statutory Questions

Renewal Reminder

Email Address

Fees

Payment

Make a Payment

Estimated Fees before Portal Administration Fee: \$33.00

This estimation is based on today's data and does not include fees for driver license endorsements or a third-party payment processing service fee. A third-party service fee will be added to the Colorado.gov Total Price at checkout. The service fee for Electronic Check is 0%, all other payment types are less than 2.9% of the total renewal amount.

By clicking the Make a Payment button, you will be redirected to our payment vendor. Once payment is complete your request will process.

Cancel Previous Next

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COLORADO
Department of Revenue
Division of Motor Vehicles

RunDate: 25-Oct-2021
Last Request: 63ms (42ms)

Upgrade a driver license

Upgrade

Instructions

Verify Identity

Driver Information

Mailing Address

Emergency Contact

Demographic Inform...

Proof Documents

Statutory Questions

Renewal Reminder

Email Address

Fees

Payment

Make a Payment

Estimated Fees before Portal Administration Fee: \$33.00

This estimation is based on today's data and does not include fees for driver license endorsements or a third-party payment processing service fee. A third-party service fee will be added to the Colorado.gov Total Price at checkout. The service fee for Electronic Check is 0%, all other payment types are less than 2.9% of the total renewal amount. This amount will be included in the Colorado.gov Total Price. If you do NOT wish to pay the third-party service fee, please cancel this transaction and pay using an alternative method.

You are now being redirected to the state of Colorado's payment processing vendor.

Please note - after 30 minutes your session will time out. You will need to close out of your browser and start your online request again.

Once you have successfully completed your credit card payment, you will be redirected back to our site. Refunds cannot be issued once your transaction is completed.

If you choose to cancel the transaction after entering your credit card information, you may see a pending charge on your account for 3-10 business days (depending on your financial institution). This charge will drop off your account automatically.

Cancel Previous Next

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Select a Payment Type and click “Next.”

COLORADO
Official State Web Portal

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Transaction Detail

The following amounts will be remitted back to the agency. An additional service fee will be applied after selecting a payment method. The service fee is \$.75 plus 2.25% of the order total for credit card payments or \$1 for electronic check payments.

SKU	Description	Unit Price	Quantity	Amount
ESRV-DL-REN	Driver License Fee	\$28.00	1	\$28.00
ESRV-DL-REN	CO-RCSA Driver License	\$5.00	1	\$5.00
Total				\$33.00

Transaction Summary

Driver License Fee	\$28.00
CO-RCSA Driver License	\$5.00
Total	\$33.00

Need Help?

Select Payment Method and Continue to proceed with payment.

Payment

Payment Type

Payment Type *
Select One

NEXT >

Customer Information

Payment Information

X CANCEL

Complete the “Customer Information” and click “Next.”

COLORADO
Official State Web Portal

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Transaction Detail

The following amounts will be remitted back to the agency. An additional service fee will be applied after selecting a payment method. The service fee is \$.75 plus 2.25% of the order total for credit card payments or \$1 for electronic check payments.

SKU	Description	Unit Price	Quantity	Amount
ESRV-DL-REN	Driver License Fee	\$28.00	1	\$28.00
ESRV-DL-REN	CO-RCSA Driver License	\$5.00	1	\$5.00
Total				\$33.00

Transaction Summary

Driver License Fee	\$28.00
CO-RCSA Driver License	\$5.00
Colorado.gov Total Price	\$34.51

Need Help?

Please complete the Customer Information Section.

Payment

Payment Type Credit/Debit Card **Est**

Customer Information

Complete all required fields [*]

Country *
United States

First Name * Last Name *

Company Name

Address *

Address 2

City * State *
Select State

ZIP/Postal Code *

Phone Number *

Email *

NEXT >

Payment Information

X CANCEL

Complete the "Payment Information" and click "Next."

COLORADO
Official State Web Portal

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Transaction Detail

The following amounts will be remitted back to the agency. An additional service fee will be applied after selecting a payment method. The service fee is \$75 plus 2.25% of the order total for credit card payments or \$1 for electronic check payments.

SKU	Description	Unit Price	Quantity	Amount
ESRV-DL-REN	Driver License Fee	\$28.00	1	\$28.00
ESRV-DL-REN	CO-RCSA Driver License	\$5.00	1	\$5.00
Total				\$33.00

Transaction Summary

Driver License Fee	\$28.00
CO-RCSA Driver License	\$5.00
Colorado.gov Total Price	\$34.51

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Payment

Payment Type: Credit/Debit Card

Customer Information: Address, Phone Number, Country, Email Address

Payment Information (highlighted):
Credit Card Number *
Credit Card Type (Visa, Mastercard, Discover, American Express)
Expiration Month *
Expiration Year *
Security Code *
Name on Credit Card *

NEXT

CANCEL

Click "Submit Payment."

COLORADO
Official State Web Portal

Transaction Detail

The following amounts will be remitted back to the agency. An additional service fee will be applied after selecting a payment method. The service fee is \$75 plus 2.25% of the order total for credit card payments or \$1 for electronic check payments.

SKU	Description	Unit Price	Quantity	Amount
ESRV-DL-REN	Driver License Fee	\$28.00	1	\$28.00
ESRV-DL-REN	CO-RCSA Driver License	\$5.00	1	\$5.00
Total				\$33.00

Transaction Summary

Driver License Fee	\$28.00
CO-RCSA Driver License	\$5.00
Colorado.gov Total Price	\$34.51

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

Payment

Payment Type: Credit/Debit Card

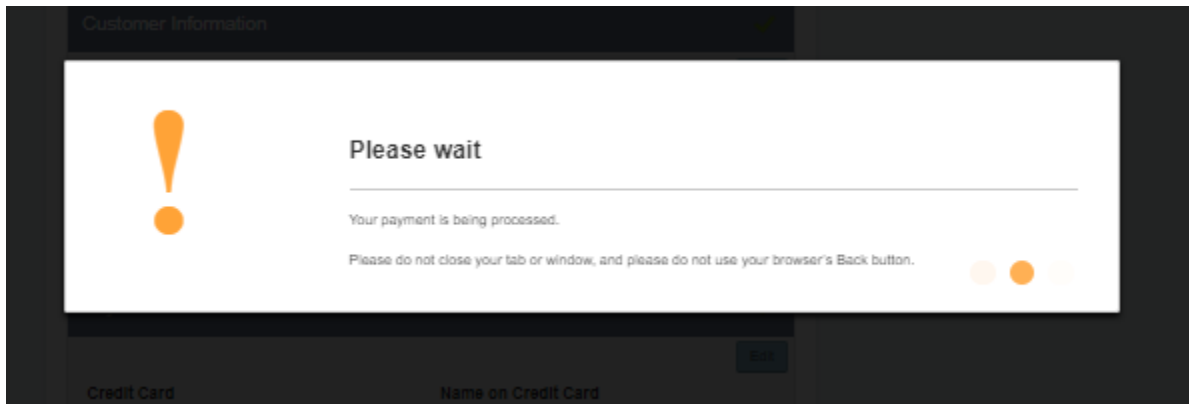
Customer Information: Address, Phone Number, Country, Email Address

Payment Information:
Credit Card: Visa ****1111, Exp. 03/2023
Name on Credit Card: test

CANCEL

SUBMIT PAYMENT (highlighted)

Wait for the payment to process.



Click "Done."

