

West Virginia Department of Transportation

Division of Motor Vehicles

Voluntary Surrender Letter



1-800-642-9066 • dmv.wv.gov

Identification Information

NAME

WV LICENSE/ID NUMBER

STREET ADDRESS

OUT OF STATE LICENSE/ID NUMBER (IF APPLICABLE)

CITY

STATE

ZIP

() -

PHONE NUMBER

Check the appropriate box to indicate the type of card you wish to surrender

☐ Driver's Permit
 ☐ Graduated Driver's License
 ☐ Driver's License
 ☐ Commercial Driver's License
 ☐ Identification Card

Please initial the box below to indicate that you have read and understand the option that applies to you

☐ I surrender my Commercial Driver's License (CDL) to obtain a WV Identification Card (except as a secondary ID) and understand my driving privileges will be canceled. I must complete and pass both the knowledge and skills tests to be eligible for a WV Driver's License. **(An applicant who has obtained an identification card while their CDL was suspended or revoked can reapply for a new CDL without retesting if the driving privilege was reinstated within six months of obtaining the Identification Card.)**

☐ I surrender my Class E license to obtain a WV Identification Card (except as a secondary ID) and understand my driving privileges will be canceled. I must complete and pass both the knowledge and skills tests to be eligible for a WV Driver's License. **(An applicant who has obtained an Identification Card while their Driver's License was suspended or revoked can reapply for a new Driver's License without retesting if the driving privilege was reinstated within 36 months of their last license expiration date.)**

☐ I wish to renew my CDL, but due to a temporary medical condition, I am unable to obtain the required Medical Examiner's Certificate (MEC). **I understand the following:**

- My CDL will be temporarily downgraded to a Class E, non-CDL license,
- I will have a **three (3) year** window in which to reapply for a CDL without being required to retest,
- I must provide a new MEC (valid for more than 30 days) when applying and I must provide a letter from a medical examiner stating that I am released from the medical condition that prevented me from obtaining an MEC to safely operate a Commercial Motor Vehicle (CMV),
- Once these requirements have been met, my license will be upgraded to a CDL.

☐ I permanently surrender my CDL for a Class E license.

☐ I surrender my Graduated Driver's License (GDL) and understand that I will need parental or guardian consent before reapplying if under age 18.

☐ I surrender my Driver's License (non-CDL) due to medical reasons. I understand I will be required to obtain a letter from a medical examiner releasing me from the condition that prevented my holding a Driver's License and the letter *must* state that I can safely operate a motor vehicle. I understand once these requirements have been met, and the medical hold is removed from my Driver's License, I can proceed with the re-examination process.

☐ Other _____

(X)

CUSTOMER'S SIGNATURE

DATE

/ /

EMPLOYEE'S NAME

LOCATION

DATE

/ /