



INFORMATION FOR OBTAINING STUDENT'S INSTRUCTION PERMIT

Green Light Driving Academy administers the Texas Department of Public Safety Permit tests to our students on the 3rd day of classroom instruction.

Soon after the student passes the permit test, Green Light Driving Academy will provide the DE-964 certificate (6 hour completion document) if the student has also satisfied the following:

- Attended the first 6 hours of classroom instruction or if any of those hours are missed, has turned in the make-up work provided for that day's topic.
- Passed the written permit tests on Road Rules and Traffic Signs

Students 15 years of age or older can take the required documents and fees to the Texas Department of Public Safety (DPS) to have their instruction permit issued.

Local DPS locations: (any DPS office in the State of Texas can provide this service)

DOCUMENTATION REQUIREMENTS – CHECK LIST

	DE-964 – Texas Driver Education Certificate (If the DE-964 is lost, a duplicate can be issued by GLDA for \$10.00.)
	DL14-A – Application for the Drivers License –will be provided with Parent Orientation packet.
	Birth Certificate – <u>original or certified state issued copy (photocopies are not accepted)</u> . The copy of the birth certificate issued by the hospital will not be accepted by the DPS. A valid United States Passport can be used as a substitute for a birth certificate. **
	Social Security Card – <u>original card (copy not accepted)</u> . There is no substitute accepted for the social security card. If the student does not have a social security card and is not a U.S. Citizen, an affidavit can be signed at the DPS indicating that this student does not have one. **
	TEA form (Verification of Enrollment) – obtained from the student's school attendance office. Valid for 30 days during the school year and 90 days during the summer. NOTE: If your student is not 15 years of age at this time, please wait to get this form closer to the student's 15 th birthday.
	Proof of Texas Residency – Everyone applying for an instruction permit/driver's license must provide proof of Texas Residency. Please refer to the Texas DPS Website for more information about documentation that can be provided: http://www.txdps.state.tx.us/DriverLicense/residencyReqNonCDL.htm
	\$16.00 – cash or check (made payable to the DPS). This amount is subject to change.



The student will have picture and finger prints taken and be given a vision test at the Dept. of Public Safety. They will be issued a temporary paper permit, good for 30-45 days which can be used until receipt of the permanent learner's permit.

** Additional information about documents that can be used to substitute for the above can be found here:

DPS REQUIRED DOCUMENT LIST

Once the instruction permit has been issued, students may begin driving with a **licensed driver** age 21 or older in the front seat of the car. The student must have completed their classroom session and have their instruction permit before the in-car instruction phase of the driver education program at GLDA may begin. Please Note: The student can start the in-car instruction even if they have classroom sessions to make-up.

Students WILL NOT be activated on the on-line scheduling system until GLDA receives a copy of the permit for our files.