

**REVISED REGULATION OF THE DIRECTOR  
OF THE DEPARTMENT OF MOTOR VEHICLES**

EXPLANATION – Matter in **italics** is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: NRS 483.370, 483.880

A REGULATION relating to the Department of Motor Vehicles; providing for the issuance of a duplicate driver's license or identification card by mail.

**Section 1** Chapter 483 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 8, inclusive, of this regulation.

*Sec. 2 The provisions of Sections 3 to 8, inclusive, apply to a person who is applying for a duplicate or substitute instruction permit, driver's license, or identification card by mail, over the internet, or at a kiosk, if available.*

*Sec. 3 1. A person may apply for no more than two duplicate or substitute instruction permits, driver's licenses, or identification cards, after the original issuance, per calendar year by submitting to the Department an application provided by the Department. The application must be mailed and must include the applicant's:*

*(a) Mailing address and the address of his or her residence in this State;*

*(b) Mailing address outside the State, if the applicant is temporarily outside of the State and requests the card to be mailed to an alternate address;*

*(c) Physical description, including, without limitation, the applicant's height and weight and the color of his or her hair and eyes;*

*(d) Mother's maiden name; and*

*(e) Signature.*

*2. Each application must be accompanied by the fees required by NRS 483.820 and NAC 483.900.*

*3. Each application must be mailed or otherwise delivered to the Department of Motor Vehicles, 555 Wright Way, Carson City, Nevada 89711-0450, Attention: Central Services and Records Division, Renewal by Mail Section.*

*4. The Department will, within 10 business days after receiving the application:*

*(a) Process the application and cause a duplicate or substitute permit, driver's license, or identification card to be produced and mailed to the applicant if the Department can verify the identify of the person who applies for a duplicate or substitute instruction permit, driver's license, or identification card by mail by comparing the applicant's signature on his or her application with the signature on the applicant's current instruction permit, driver's license or identification card:*

*(b) Request additional information from the applicant; or*

*(c) Deny the application.*

*Sec. 4 1. A person may apply for no more than two duplicate or substitute instruction permits, driver's licenses, or identification cards, after the original issuance, per calendar year by applying over the internet or at a kiosk, if available. The applicant must provide the following information:*

*(a) Full legal name as it appears on the driver's license or identification card;;*

*(b) Full social security number;*

*(c) Date of birth; and*

*(d) Current mailing address.*

*Sec. 5 1. The Department will cause an instruction permit, driver's license or identification card to be produced and mailed for each qualified applicant.*

*2. The holder of an instruction permit, driver's license or identification card is not eligible to apply for a duplicate or substitute instruction permit, driver's license or identification card by mail if:*

*(a) The holder is seasonal resident;*

*(b) The original document was issued pursuant to paragraph (b) of subsection 6 of NRS 483.290.*

*(c) The holder wishes to change any information which appears on the front of the card;*  
*or*

*(d) If an electronic verification of the holder's social security number or the documented end-of-stay date shows the information concerning the holder is expired or has changed and the information must be updated by presenting documentation to the Department; or*

*(e) If the applicant is a commercial driver's license holder and the physical expiration date on file has expired.*

*3. As used in this section "Seasonal resident" has the meaning ascribed to it in NAC 481.005.*

*Sec. 6 The Department will deny an application for a duplicate or substitute instruction permit, driver's license, or identification card and require the applicant to apply in person at an office of the Department if:*

*1. The applicant wishes to change any information which appears on the front of the identification card;*

*2. The Department has not obtained the applicant's digital image and signature required for the production of a duplicate or substitute instruction permit, driver's license or identification card;*

*3. If an electronic verification of the holder's social security number or the documented end-of-stay date shows the information concerning the holder is expired or has changed and the information must be updated by presenting documentation to the Department; or*

*4. If the applicant is a commercial driver's license holder and the physical expiration date on file has expired.*

*5. If the status of the driver's license is any other status than valid.*

*6. If during an internet or kiosk transaction, the mailing address provided by the applicant does not match the currently mailing address on record with the Department.*

*Sec. 7 If, not less than 4 weeks after the Department causes an instruction permit, driver's license, or identification card to be produced and mailed, the applicant notifies the Department that he or she has not received the card and the Department determines that the current mailing address of the applicant is the mailing address that the applicant listed on his or her application, the Department will charge and collect fees pursuant to NAC 483.900 and cause an additional card to be produced and mailed to the applicant.*

*2. If the applicant notifies the Department pursuant to subsection 1 that he or she has not received his or her card and the Department determines that the mailing address of the applicant listed on the application is not the current mailing address of the applicant, the applicant must apply to the Department in person for a change of address by completing the required application and submitting any necessary documentation to the Department.*

*Sec. 8 1. A card for which a duplicate or substitute instruction permit, driver's license or identification card has been produced is valid until based on the original expiration date on the card being replaced:*

*2. A person who applies for a duplicate or substitute instruction permit, driver's license, or identification card by mail and who requests express delivery service of the identification card must pay to the Department the actual costs of that service.*