

HOW TO REQUEST A CAP DRIVER'S LICENSE

1. Member must be 18 to apply.
2. Obtain PDF copy of state driving record. For VA, member can go to www.dmv.virginia.gov and create an account to view their record. A screenshot of the record saved as a PDF will suffice.
3. Scan front and back of member's State Driver's License and save as a separate PDF.
4. Go to eServices > Operations > Operations Qualifications > Driver's License (scroll down)

5. Enter member's CAPID or name.
6. If age not validated, enter today's date for the date checked.
7. Enter date of Driving Record and upload copy using link.
8. Enter expiration date of State Driver's License and upload copy using link.
9. Select authorized vehicles. Recommend selecting all listed. Cadets and Seniors under age 21 are limited to 7 passenger-sized vehicles and smaller (minivans, crossover vehicles/Traverse, sedans, pickup trucks, SUVs) and will not be authorized for any passengers. Seniors age 21 and older will have a larger list available, including towing trailers.
10. Submit. The system will not submit unless all items are uploaded and entered.
11. Approval is squadron then group then wing. If short notice, email all approval levels (transportation officers and commanders) to request they expedite.
12. Once all approvals are received, license will be listed on the member's 101 card with authorized vehicles and restrictions (cadets will state "No Pax Permitted"). CAP license will expire with member's state driver's license.

Cadet:

☐ Indicates Does Not Expire ● Indicates Skills Evaluator * Indicates Supervised Trainee Status ** Indicates NIMS Training Incomplete + Indicates Aircraft Ground Handling Incom				
GES	⇒	●ICUT	⇒	●MRO
GTL	5/19	IS100	⇒	MS
●GTM1	5/19	IS200	⇒	MSA
●GTM2	5/19	IS700	⇒	UDF
●GTM3	5/19			
Drv's Lic (S,CV2,7,PT) No Pax Permitted				

Senior:

☐ Indicates Does Not Expire ● Indicates Skills Evaluator * Indicates Supervised Trainee Status ** Indicates NIMS Training Incomplete + Indicates Aircraft Ground Handling Incomplete				
●FLM	7/18	ICUT	⇒	●MRO
GES	⇒	IS100	⇒	●MS 3/17
●GTM1	5/17	IS700	⇒	●MSA 7/18
●GTM2	5/17	PMD	⇒	●UDF 5/17
●GTM3	5/17			
Drv's Lic (S,CV2,7,8,9,12,15,PT,SPV,TT<2000,TT>2000)				