



*Inland Empire / Pasadena, California Area Cluster  
Updated November, 2018*

## **CALIFORNIA DRIVER'S LICENSE**

Although most Au Pairs arrive with an international driving license, California-based au pairs will need to get a state driver's license as well.

The au pair must not drive without being insured by the host family's insurance carrier, unless the insurance carrier states that it is allowed.

The State of California does not recognize an International Driving Permit (IDP) as a valid driver license. California does recognize a valid driver license that is issued by a foreign jurisdiction (country, state, territory) of which the license holder is a resident, as long as the driver is only visiting. All California residents must obtain a California Driver's license.

The IDP is considered by California authorities as only a translation of information contained on a person's foreign driver license, and it is not required to operate a motor vehicle in California.

### **Step 1: Before Visiting a DMV Field Office**

Study for the knowledge test. The study material is available on the DMV website [https://www.dmv.ca.gov/portal/dmv/detail/pubs/hdbk/driver\\_handbook\\_toc](https://www.dmv.ca.gov/portal/dmv/detail/pubs/hdbk/driver_handbook_toc)

Gather the documents you may need to apply for a driver license. These include your passport and visa, and your social security card. You will most likely also need a Proof of Address letter, which your Community Counselor can provide.

Make an appointment before visiting a DMV office (walk-ins are only accepted at our Driver License Processing Centers). Appointments can be made online at:

<https://www.dmv.ca.gov/portal/dmv/detail/portal/foa/welcome>

Or by phone at: 1-800-777-0133 between the hours of 8 a.m. and 5 p.m. Monday-Friday

Local DMV offices include:

- Glendale (1335 W. Glenoaks Blvd., 91201)
- Fullerton (909 W. Valencia Dr., 92832)
- Fontana (8026 Hemlock Ave., 92336)
- El Monte (4000 Arden Ave, 91731)
- Lincoln Park (3529 N. Mission Rd., Los Angeles, 90031)
- Montebello (424 N. Wilcox Ave., 90640)
- Norco (3201 Horseless Carriage Dr., 92860)
- Pasadena (49 S Rosemead Blvd, 91107)
- Pomona (1600 S. Garey Ave., 91766)
- Rancho Cucamonga (8629 Hellman Ave., 91730)

Riverside (6280 Brockton Ave., 92506)  
West Covina (800 So. Glendora Ave., 91790)  
Whittier (9338 S. Painter Ave., 90605)

### Step 2: When You Arrive at a DMV Field Office

Go to the START HERE window, which will be identified by a sign. You will need to complete a Driver License or Identification Card Application (DL 44) form. You can obtain the DL 44 at the DMV office. **NOTE:** Do not sign the DL 44 until asked to do so by a DMV representative.

The other items you will need include:

- Correct fees (cash, check, money order, or ATM/Debit card). As of Nov. 2018, the fee is \$35.00
- Original documents establishing identity, birth date, true full name, residency, and/or legal presence. You should bring your passport and visa, social security card, printed bank statement and Proof of Address Letter.
- Any driver license or permit issued previously by any state or country (if applicable).

The representative may give you a number and/or direct you to wait. When it is your turn, you will be called to a window to process your application.

### Step 3: When You Are Called to a Representative's Window

Provide **all** of the documents listed previously (in STEP 2). These documents are used to verify your information and establish a DMV record. The representative will scan your fingerprint. This fingerprint will also be used for taking your photograph and administering tests. After your information has been entered into the computer, an application fee (or any other applicable fee) will be collected.

The representative will test your vision (ensure you bring your corrective lenses if needed), and you will be directed to the camera. At the camera, your fingerprint will be re-scanned and the representative will capture your signature and take your photograph. **NOTE:** The signature and photograph will appear on your driver license.

You will also need to:

- Provide your social security number. It will be verified with the Social Security Administration while you are in the office.
- Verify your birth date and legal presence in California –the I-94 form should accomplish this.
- Provide your true full name
  - Your true full name is your current, complete name as it appears on your identity or name change documents. If the name on your identity document is different than the name you provided on your application, you must submit an additional name change with documentation.
- Present your acceptable residency documents if you have never had a California driver license or California identification card. Such documents include:
  - Medical or vehicle insurance documents
  - Documents issued by a U.S. government agency
  - Records from a financial institution (such as a bank statement)
  - Proof of Address Letter from Au Pair in America
- Pay the application fee (\$35)
- Pass a vision exam.
- Pass a knowledge test. There are 36 questions on the test. You have three chances to pass.

Find a sample test at: <https://www.dmv.ca.gov/portal/dmv/detail/pubs/interactive/tdrive/exam>. Upon request, you may be able to take the driver license knowledge tests in your native language (if available). To allow you sufficient time for testing, DMV will not administer knowledge tests after 4:30 p.m.

#### Step 4: Taking Your Knowledge Test

DMV administers knowledge tests to determine if an applicant understands the laws and rules of the road. Once you complete the test, follow the directions provided by the representative. Didn't pass? Don't worry. You can repeat this step. Before retesting, study the [California Driver Handbook](#).

If you still do not pass the knowledge test after three attempts, you will need to begin the application process again (go to STEP 1).

The written test may be available in your native language, ask the DMV Representative.

#### Other important documents to have on hand:

- Social Security Number
- Bank statement with au pair's name and host family address
- International License (this is a translation of the au pair country license - has photo)
- Home country driver's License *CAUTION! Do not let the DMV official take this country license and punch a hole in it! It will not be valid when au pair returns to her country if they do this.*
- Proof of Address Letter
- Proof of insurance on the car au pair will be using for her test

#### Step 5: What Happens Once You Pass Your Knowledge Test?

After you have passed the knowledge test, you must return back to the window to receive your licensing document. Verify that all information printed on your licensing document is correct (example: name and address), and sign the front of the document in the space provided before leaving the DMV representative's window.

Even though you have a license from another country, you will be required to take a driving test.

#### Step 6: Preparing For and Taking Your Driving Test

Even if you have driven before, it is a good idea to practice driving before making a driving test appointment. The behind-the-wheel driving tests are available by appointment only. Once you are ready, you can schedule an appointment online at <https://www.dmv.ca.gov/portal/dmv/detail/portal/foa/welcome>. Driving tests are not given without an appointment. You may also call 1-800-777-0133 between the hours of 8 a.m. and 5 p.m. Monday-Friday, to make a driving test appointment.

On the day of your driving test appointment, arrive 10-15 minutes early with an accompanying licensed driver as described in your permit's restrictions. Go to the START HERE window or a designated check-in counter.

The items you will need include:

- Current proof of registration of the vehicle.
- Current proof of insurance for the vehicle.
- Proof of Address Letter
- The licensing document that was issued to you.
- Your home country driver's license

The representative will review your paperwork, and direct you to move your vehicle.

A DMV examiner will conduct your behind-the-wheel driving test. No one except the examiner is allowed to accompany you during the driving test.

Your driving test begins with a vehicle safety check. This pre-drive inspection demonstrates that you are familiar with your vehicle and that your vehicle meets the DMV's minimum safety requirements.

**NOTE:** Interpreters may be used during the pre-drive inspection for the identification and use of certain controls in the vehicle, but may not accompany you during the driving test.

You have three chances to pass the driving test. If you fail, you may practice for a while, then make another appointment. There is no waiting period, but you must make an appointment. If you fail to successfully complete the driving test on the first attempt, you must pay a \$7 fee for each additional driving test that is administered under an application for an original or renewal driver license.

After you pass your driving test you will be issued an interim license valid for 90 days until you receive your new photo license in the mail. Double-check your address before you leave DMV and tell the DMV representative if you have moved or if your address is incorrect. If you have not received your license after 60 days, call 1-800-777-0133 and they can check on the status for you. Have your interim license with you to provide information when requested.

### Step 7: Receiving Your Driver License

After successfully completing the testing process, you may be issued an interim or temporary license. An interim license is a paper driver license issued to you while the hard copy license is in process. A temporary license is a paper driver license issued because the application is incomplete and is pending additional information or requirements. An interim or temporary driver license may be valid for up to 60 days. If you do not receive your driver license card within 60 days, please call 1-800-777-0133.