

Washington State Department of Licensing

# Online Services for Individuals

E-Services User Guide



## Table of Contents

Introduction .....	3
License Express Account Set Up.....	4
Getting Started .....	4
Register For Your License eXpress Account .....	5
Reset Your Account Password .....	8
License Express Account Transactions .....	9
Driver License Transactions .....	9
Add a Driver License or an ID to your License eXpress Account.....	9
Pre-Apply for Your First Washington License, Permit, or ID Card .....	12
Change Your License or ID Card Address .....	17
Purchase Your Driving Record.....	19
Request a DUI Hearing .....	23
Request a Non-DUI Hearing .....	29
Schedule an Appointment .....	31
Renew Your License .....	34
Replace Your License.....	40
Submit CDL Medical Documents.....	46
Submit Military or Veteran Verification Documentation .....	49
Manage Your Documentation Submission .....	51
Update Email Renewal Notices.....	52
View Your Reinstatement Letter .....	52
Vehicle Transactions .....	53
Add a Vehicle to Your LX Account.....	53
Add Your Boat to Your LX Account.....	55
Remove Your Vehicle or Vessel From Your LX Account .....	57
Renew Your Vehicle Tabs (Registration) .....	58
Email Renewal Reminders for Vehicle or Vessel.....	64
Change Your Vehicle or Vessel Address.....	65
Submit a Disabled Parking Temporary Placard Application.....	67
Manage Your Documentation Submission .....	70
Renew Your Boat Decals .....	71
Replace Your Vehicle Tabs or Vessel Decals.....	75
Vehicle/Vessel Report of Sale .....	81
Account Options .....	87
Converting and Removing License Express (LX) Accounts .....	87

Converting LX Accounts.....	87
Removing LX Accounts .....	89
View Messages.....	90
View Submissions.....	90
View Report of Sale History or Reprint receipt.....	90
Technical Support.....	91
DOL Virtual Assistant.....	91
Support ID .....	92
No Logon Transactions .....	94
Driver License Transactions .....	94
Renew a Driver License or State ID .....	94
Replace a Driver License or State ID .....	103
Check License Status.....	110
Request a Reinstatement Letter.....	111
Submit CDL Medical Documents.....	112
Submit Military or Veteran Verification Documentation .....	118
Manage Document Uploads .....	122
Enhanced License/ID Documents to Bring to Your Appointment .....	124
Appointments .....	127
Schedule an Appointment .....	127
Change or Cancel Your Appointment .....	132
Vehicle and Vessel Transactions.....	135
Vehicle Transactions .....	135
Renew Vehicle Registration .....	135
Replace a Lost or Stolen Tab .....	140
Submit a Report of Sale.....	145
Estimate Vehicle Registration Costs.....	150
Change your Vehicle Address .....	151
Submit a Disabled Parking Temporary Application .....	153
Manage Document Uploads .....	156
Vessel Transactions .....	158
Renew a Vessel Registration.....	158
Replace a Lost Decal .....	163
Submit a Report of Sale.....	168
Estimate Vessel Registration Costs.....	170
Change your boat address .....	171

## Introduction

The Department of Licensing (DOL) offers two options for you to conduct business online. Through License eXpress or DOL Online Services. This guide is broken into two sections that outline the steps to help you navigate through each option. Additionally, our virtual assistant is there to guide you and answer questions along the way!



Welcome to online services at DOL!



# License Express Account Set Up

## Getting Started

Below are some benefits of registering for a License Express account!

With License eXpress (LX) for individuals you can renew or replace your:

- Tabs and decals for your vehicles, boats, and trailers.
- Driver license or Enhanced driver license (you must use LX to complete enhanced driver license transactions online).
- ID card or Enhanced ID.

Stay up to date by knowing when:

- Your tab or decal renewal is due.
- Your driver license or ID card expires.

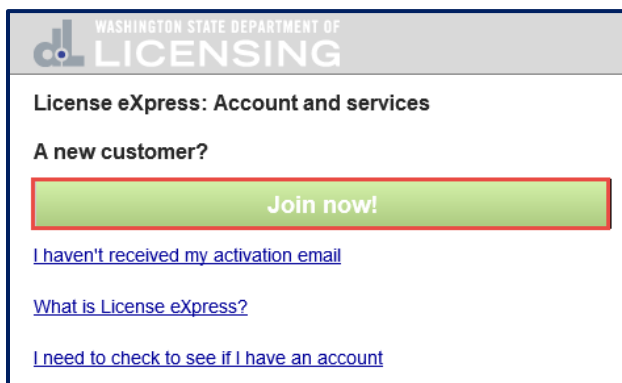
More features offered to you in LX:

- Find out how much your tabs will cost before renewing.
- Purchase your driving record.
- Replace your driver license or ID card.
- Sign up, update, or remove your email renewal reminders we send you for your vehicle or boat.

## Register For Your License eXpress Account

Use the following process to register for a License eXpress (LX) account if you do not already have one.

1. Go to [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Join now!** button.



WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

A new customer?

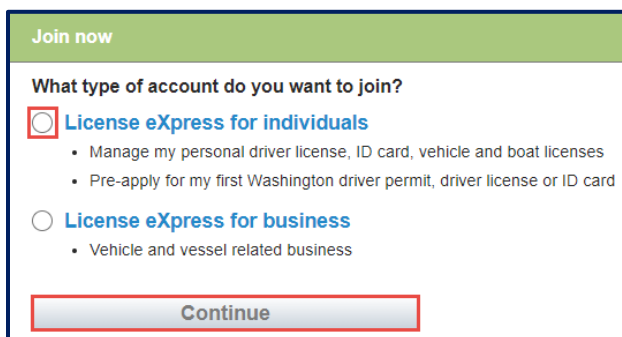
**Join now!**

[I haven't received my activation email](#)

[What is License eXpress?](#)

[I need to check to see if I have an account](#)

3. Select **License eXpress for individuals** and click **Continue**.



Join now

What type of account do you want to join?

☒ **License eXpress for individuals**

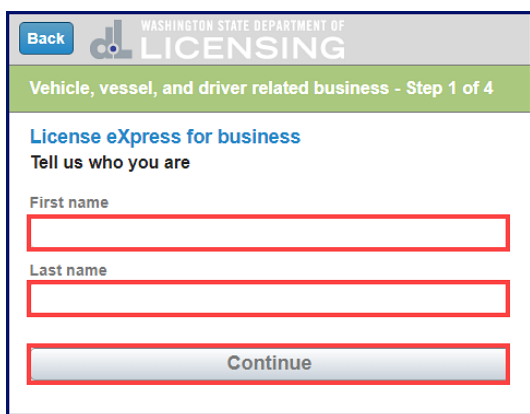
- Manage my personal driver license, ID card, vehicle and boat licenses
- Pre-apply for my first Washington driver permit, driver license or ID card

☐ **License eXpress for business**

- Vehicle and vessel related business

**Continue**

4. Enter the First name, enter the Last name, and click **Continue**.



[Back](#) WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle, vessel, and driver related business - Step 1 of 4

**License eXpress for business**

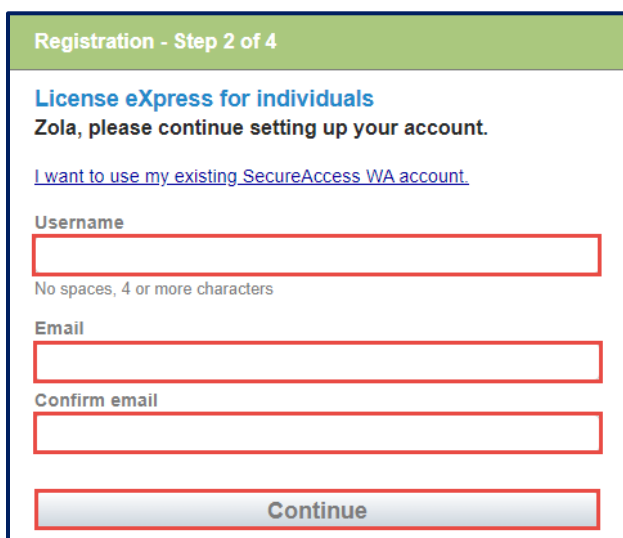
Tell us who you are

First name

Last name

**Continue**

5. Enter the Username, enter the Email, Confirm email, and click **Continue**.



Registration - Step 2 of 4

**License eXpress for individuals**  
Zola, please continue setting up your account.

[I want to use my existing SecureAccess WA account.](#)

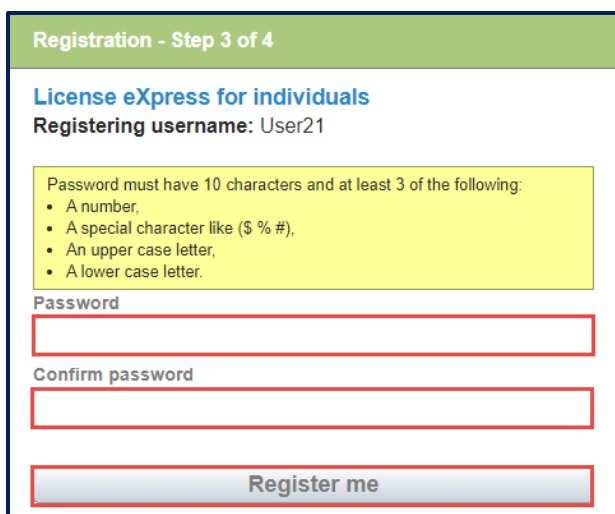
Username

No spaces, 4 or more characters

Email

Confirm email

6. Enter the Password, Confirm password, and click **Register me**. Passwords must have 10 characters and at least 3 of the following: A number, a special character (\$ % #), an upper-case letter, and a lower-case letter.



Registration - Step 3 of 4

**License eXpress for individuals**  
Registering username: User21

Password must have 10 characters and at least 3 of the following:

- A number,
- A special character like (\$ % #),
- An upper case letter,
- A lower case letter.

Password


Confirm password

7. Check your email account for a message from 'noreply@dol.wa.gov' and click on the **activation** hyperlink. You cannot login until this step is complete.

**Registration - Step 4 of 4**

**License eXpress for individuals**  
You're almost done Zola!  
Please check your email.  
We've sent you an email containing your activation link. Click on the link to activate your account.

8. Enter your Username and Password and click **Login** to access your account.

 WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

Thank you User2121, you have successfully activated your account. Please login to manage your account.

Username

Password

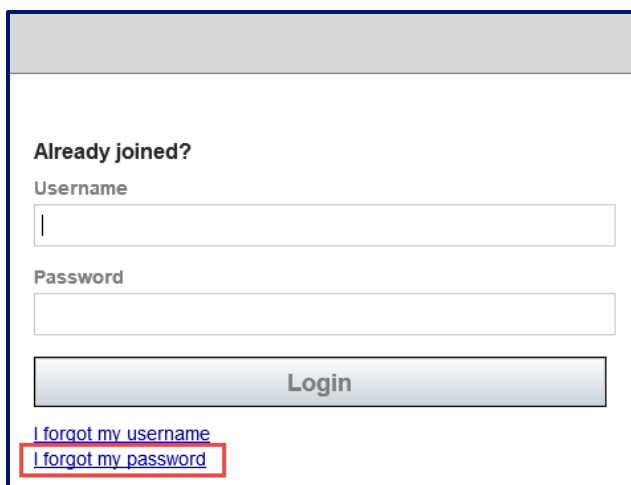
Login

[I forgot my username](#)  
[I forgot my password](#)

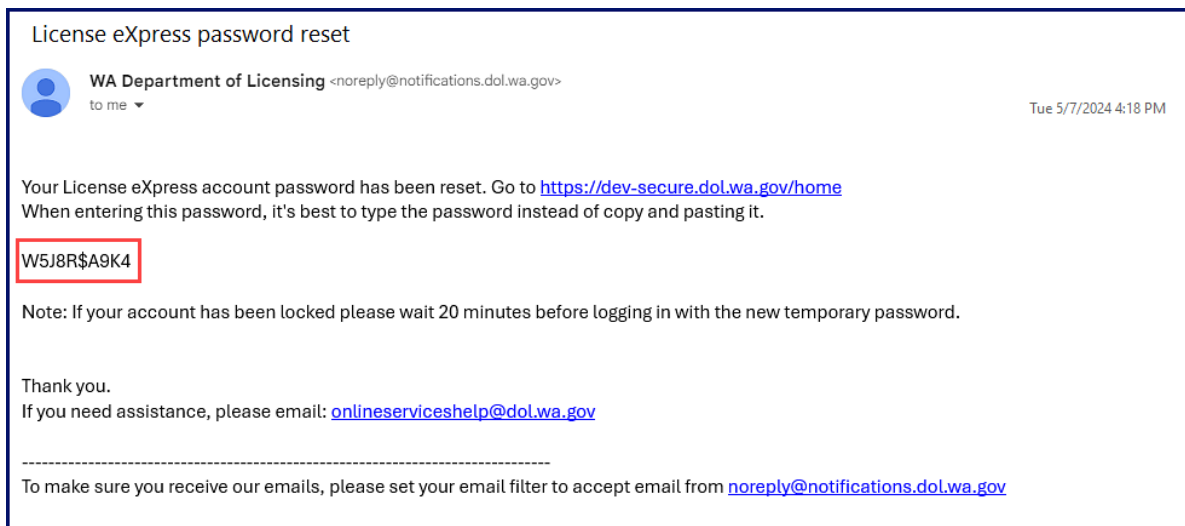
## Reset Your Account Password

Follow the process below to reset your password. The Department of Licensing sends you an email to the address you provide. Wait 20 minutes before logging in with the new temporary password if your account is locked.

1. Go to [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **I forgot my password** hyperlink.



3. Enter the Username and Email and click **Reset my password**.
4. Click the **Back** button to return to the login screen.
5. Check your email account to get the new temporary password and type it when logging in, do not copy and paste.



## License Express Account Transactions

Once your License Express account is created you can complete the following transactions. This section is split into two parts: Driver License Transactions and Vehicle & Vessel Transactions.

### Driver License Transactions

#### Add a Driver License or an ID to your License eXpress Account

Now that you have registered and activated your account, you can login to manage your account and services. Complete this process if **you already have a Washington state driver license or ID card**. Refer to the [Pre-Apply for your First Washington Driver License or ID Card](#) instructions, if you do not already have Washington driver license or ID card.

1. Go to [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Enter the Username, enter the Password, and click **Login**.
3. Click the **LX: Manage my personal driver license, ID card, vehicle, and boat licenses** hyperlink. This hyperlink only shows the first time you login after the account is activated.

Manage my account and services

License eXpress: Account and services

**Account settings**

[View or update password, email address, etc.](#)

You attempted to access a service you aren't registered for or isn't allowing access. If the service is in your list, remove it and re-register as needed.

**My services**

LX: Manage my personal driver license, ID card, vehicle, and boat licenses [Remove](#)

[Join other DOL services](#)

[See what other state services I'm signed up for SecureAccess Washington](#)

4. Select **Yes** or **No** for the Do you have a WA licensing record dropdown menu, click **Next**, and complete one of the following processes:

**Yes:**

- a. Verify your information by completing the following fields:
- First name. Alternatively, click the No first name hyperlink and click the I do not have a first name checkbox.
  - Middle name. Alternatively, click the No middle name hyperlink and click the I do not have a middle name checkbox.
  - Last name.
  - Select the appropriate option from the Suffix dropdown menu, if applicable.
  - Date of Birth (DOB).
  - WA license number (LIC#). Alternatively, click the Lost license? hyperlink if you are trying to replace your current License/ID.
  - Social Security Number. Alternatively, click the No Social Security Number hyperlink and click the I don't have a Social Security # checkbox.

The screenshot shows a web interface titled "Welcome to License eXpress". On the left is a dark blue sidebar with a menu containing "Introduction", "What you'll need", "Your information", and "Basic information". The "Basic information" section is highlighted. The main content area is titled "Verify your information" and includes the instruction: "The information you provide must match what we have on record. You will need to bring these documents in later as proof of identity." Below this are several input fields, each with a red border and a "Required" label: "First name", "Middle name", "Last name", "Date of birth (DOB)" (with a calendar icon), and "Social Security Number". Each field also has a "No [field name]?" link below it. A "Suffix" dropdown menu is also present. The form is set against a light blue background.

- b. Click the **Next** button.

## No:

- a. Select the appropriate option from the What would you like to apply for dropdown menu and complete the applicable steps below, if applicable:
- b. Select the appropriate option from the Standard or enhanced license/ID dropdown menu.
- c. Select Yes or No for the Are you a U.S. citizen dropdown menu, if applicable. You must be a U.S. citizen to get an enhanced license/ID.

### Let's figure out next steps

Do you have a WA licensing record?

No

What would you like to apply for?

Required

Standard or enhanced license/ID?

Required

Are you a U.S. citizen? \*

Required

- d. Click the **Next** button.
5. Verify your Contact information by completing the following fields and click the **Next** button.
  - a. Email and Confirm email.
  - b. Select the applicable option from the Preferred phone type dropdown menu.
  - c. Phone number.
6. Review the Summary and click **Submit** to proceed or **Previous** to make changes.



## Pre-Apply for Your First Washington License, Permit, or ID Card

When you log in for the first time after registering your account, you will immediately start the pre-apply process. This process is for someone who does not already have a Washington state driver license or ID card. If you already have a WA state driver license or ID card, you will follow the shorter process to [Add a Driver License or an ID to your License eXpress Account](#).

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Complete the following information and click **Next**.
  - a. Select **Yes** or **No** from the Do you have a WA licensing record? dropdown menu.
  - b. Select the appropriate option from the What would you like to apply for? dropdown menu.
  - c. Select **Standard** or **Enhanced** from the Standard or enhanced license/ID? dropdown menu. You must be a U.S. citizen to get an enhanced license/ID.
  - d. Select **Yes** or **No** for the Are you a U.S. citizen? dropdown menu, if applicable.

### Let's figure out next steps

Do you have a WA licensing record?

*Required* ▼

---

What would you like to apply for?

*Required* ▼

---

Standard or enhanced license/ID?

*Required* ▼

---

Are you a U.S. citizen? \*

*Required* ▼

---

3. Complete the following information and click **Next**. The information you provide must match what we have on record.
  - a. Enter your First name. Alternatively, click the **No first name** hyperlink and click the **I do not have a first name** checkbox
  - b. Enter the Middle name. Alternatively, click the **No middle name** hyperlink and click the **I do not have a middle name** checkbox.
  - c. Enter the Last name and select the appropriate option from the Suffix dropdown menu, if applicable.
  - d. Enter the Date of Birth (DOB).
  - e. Enter the WA license number (LIC#). Alternatively, click the **Lost license** hyperlink if you are trying to replace your current License/ID.
  - f. Enter the Social Security Number. Alternatively, click the **No Social Security Number** hyperlink and click the **I don't have a Social Security #** checkbox.
4. Enter the Phone number and click **Next**.
5. Complete the following steps, for the Physical appearance, and click **Next**.
  - a. Select the appropriate options from the Feet and Inches dropdown menus.
  - b. Enter the Weight.
  - c. Select the appropriate option from the Gender dropdown menu.
  - d. Select the appropriate option from the Eye Color dropdown menu.
  - e. Select the appropriate option from the Do you wear corrective lenses dropdown menu.

Welcome to License eXpress

**Physical appearance**

Height and weight

Feet \*  Inches \*

Weight (lbs) \*

Additional information

Gender \*

Eye Color \*

Do you wear corrective lenses? \*

6. Complete the following steps for the Residential address and click **Next**.
  - a. Enter the Street address and select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
  - b. Enter the City and Zip code.
  - c. Select **Yes** or **No** from the Is this also your mailing address dropdown menu. If you select No, you have an opportunity to enter your mailing address in a later section.

The screenshot shows the 'Residential address' form. On the left is a dark blue sidebar with a menu: 'Introduction' (sub-item: 'What you'll need'), 'Your information' (sub-items: 'Basic information', 'Contact information', 'Physical appearance'), and 'Address' (sub-items: 'Residential address', 'Mailing address', 'Verify residential'). The 'Residential address' sub-item is highlighted. The main content area is titled 'Residential address' and 'Enter your address below.' It contains the following fields: 'Street address \*' (text input with 'Required' placeholder), 'Street 2' (text input), 'Unit type' (dropdown menu), 'Unit' (text input), 'City \*' (text input with 'Required' placeholder), 'State' (dropdown menu showing 'WA - WASHINGTON'), and 'Zip code \*' (text input with 'Required' placeholder'). At the bottom is a checkbox labeled 'Is this also your mailing address?' with a dropdown menu showing 'Required'.

7. Verify the address and click **Next**.
8. Complete the following steps for the Mailing address, if applicable, and click **Next**.
  - a. Enter the Street address and select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
  - b. Enter the City and select the appropriate option from the State dropdown menu.
  - c. Enter the Zip code.

The screenshot shows the 'Mailing address' form. The sidebar menu is the same as in the previous screenshot, but the 'Mailing address' sub-item under 'Address' is now highlighted. The main content area is titled 'Mailing address' and 'Enter your address below.' It contains the following fields: 'Street address \*' (text input with 'Required' placeholder), 'Street 2' (text input), 'Unit type' (dropdown menu), 'Unit' (text input), 'City \*' (text input with 'Required' placeholder), 'State' (dropdown menu showing 'WA - WASHINGTON'), and 'Zip code \*' (text input with 'Required' placeholder').

9. Confirm the mailing address and click **Next**, if applicable.

10. Complete the following for Previous license, ID card, or Instruction permit and click **Next**.

- a. Select **Yes** or **No** for the Have you ever had or do you currently have a driver license, permit, or ID card from another jurisdiction dropdown menu.
- b. Select the appropriate option for the Do you have this card in your possession dropdown menu. Skip to step 11 when selecting No.
  - i. Select the appropriate option from the Type of Driver License or ID dropdown menu.
  - ii. Select the appropriate option from the Issuing jurisdiction dropdown menu.
  - iii. Enter the Issue date and the Expiration date.
  - iv. Enter the Name as it appears on the card and the Driver's license or ID number.
  - v. Select the appropriate options from the following dropdown menus, if applicable:
    - A. Is this a photo document?
    - B. Is this a temporary document?
    - C. Is this an enhanced card?

The screenshot shows the 'License eXpress' web application. The left sidebar contains a navigation menu with the following items: Introduction, What you'll need, Your information, Basic information, Contact information, Physical appearance, Address, Residential address, Verify residential, Previous license, and Previous license/ID. The main content area is titled 'Previous license, ID card or instruction permit'. It contains the following sections and fields:

- Have you ever had or do you currently have a driver license, permit, or ID card from another jurisdiction?** (Dropdown menu with 'Yes' selected)
- Do you have this card in your possession?** (Dropdown menu with 'Yes' selected)
- You must bring this with you when you visit a licensing office.**
- Type of driver's license or ID** (Dropdown menu with 'Personal Driver License' selected)
- Card information**
  - Issuing jurisdiction** (Dropdown menu with 'Required' selected)
  - Issue date** (Text field with 'Required' and a calendar icon)
  - Expiration date** (Text field with 'Required' and a calendar icon)
  - Name as it appears on card** (Text field with 'Required')
  - Driver's license or ID number** (Text field with 'Required')
  - Is this a photo document?** (Dropdown menu with 'Required' selected)
  - Is this a temporary document?** (Dropdown menu with 'Required' selected)
  - [What is a temporary document?](#)

11. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
12. Click the **Print** button to print your pre-application. The document opens as a PDF in a separate window or tab and contains your 12 character WA state license, permit, or ID number starting with the letters "WDL".
13. Click the **Continue** button to go to your homepage or the **Create custom checklist** button to create a list of required documents for an Enhanced Driver License (EDL) application.

## Change Your License or ID Card Address

You can change your residence address for your WA driver license, permit, or ID card. If you have a separate mailing address, you can add or change it from your license eXpress account. There is no cost to change your address unless also request a new driver license, permit, or ID card to reflect the new address.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Change your address** hyperlink.
3. Review the What you'll need information and click **Next**.
4. Enter the Street address.
5. Select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
6. Enter the City and the Zip code.
7. Select **Yes** or **No** from the Is this also your mailing address? dropdown menu and click **Next**. Complete step 9 below if selecting No.
8. Verify the residential address and click **Next**.
9. Select **Yes** or **No** from the Is your mailing address up to date? dropdown menu, if applicable, and click **Next**. Complete the additional steps below when selecting No.
  - a. Enter the Street address.
  - b. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
  - c. Enter the City.
  - d. Enter the Zip code.
  - e. Click the **Next** button.
10. Verify the address, if applicable, and click **Next**.
11. Select **Yes** or **No** to answer the Do you want to register to vote or update your voter registration? question.

12. Complete the following steps, as applicable, and click **Next**:
- Click the **Yes** or **No** radio button to answer the Are you a United States citizen? question. You must be a citizen to register to vote.
  - Click the **Yes** or **No** radio button to answer the Are you at least sixteen years old? question. You must be at least sixteen years old to register to vote.
  - Review the following voter registration statements:
    - I am a citizen of the United States,
    - I've lived in Washington at this address for 30 days immediately before the next election at which I vote,
    - I'm at least 16 years old,
    - I am not disqualified from voting due to a court order, and I am not currently serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a Washington felony conviction, and I am not currently incarcerated for a federal or out-of-state felony conviction.
  - Click the **I certify the facts of this voter registration are true** checkbox, if applicable.
13. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
14. Click **Print** to print the transaction confirmation or **Continue** to return to your homepage.

## Purchase Your Driving Record

You can purchase your own driving record through your license eXpress account for a non-refundable fee. The record is available for 30 days to view or print from your account after purchase. The four types of records you can purchase are the following:

1. Assessment
2. Employment
3. Full
4. Insurance

Complete the following steps to purchase your driving record:

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Purchase a driving record** hyperlink.
3. Read the introduction information and click **Next**.
4. Select the appropriate option from the record type dropdown menu and click **Next**.
5. Review the Fee details page and click **Next**.
6. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
7. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.



- a. Pay with Bank Account:
- Select **Checking** or **Savings** as the Bank Account Type.
  - Enter the Routing Number.
  - Enter the Account Number.
  - Confirm the Account Number.
  - Select **Yes** or **No** to save this payment channel for future use.
  - Confirm the Amount.

Bank Account Payment

Bank Account Payment

**Bank Account Information**

Bank Account Type \*

☒ Checking

☐ Savings

Routing Number \*

Required

Populate Bank Information

Account Number \*

Required

Confirm Account Number \*

Required

Save this payment channel for future use

No Yes

**Payment Amount**

Web ACH payment for driver service transactions.

Payment Date

22-Mar-2022

Amount

10.00

Confirm Amount \*

Required

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- vii. Click **Submit** after reading the Confirmation statement.

b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' page. On the left, there is a section titled 'Pay with debit/credit card' with instructions to review the total amount and click 'Next' to enter credit card information. Below this, it says 'Transaction: Pay for my driver services transactions'. At the bottom of this section are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box. On the right, there is a 'Your Order' section with a table showing fees due.

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

At the bottom of the page, there is a footer with links: Home | Credit Card Security | Privacy | Contact Us | Copyright © 2022 DOL.

- ii. Enter the First Name (as it appears on your card).  
iii. Enter the Last Name (as it appears on your card).  
iv. Enter the Address 1 and 2 (as it appears on your card statement).  
v. Enter the City.  
vi. Select the appropriate option from the Country/Region dropdown menu.  
vii. Select the appropriate option from the State/Province dropdown menu.  
viii. Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form. It has a title 'Billing Information' and a note '\* Required field'. The form contains the following fields, all of which are highlighted with red boxes:

- First Name \*
- Last Name \*
- Address Line 1 \*
- Address Line 2
- City \*
- Country/Region \* (dropdown menu showing 'United States of America')
- State/Province \* (dropdown menu showing 'Washington')
- Zip/Postal Code \*

- viii. Select the Card Type.
- ix. Enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

**Payment Details** 🔒

Card Type \*

☐ Visa
 ☐ Mastercard
 ☐ Amex

Card Number \*

Expiration Month \* Month ▾      Expiration Year \* Year ▾

CVN \* This code is a three or four digit number printed on the back or front of credit cards.

- 8. Click the **Next** button.
- 9. Review the information and click **Submit**.
- 10. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.
- 11. Click the **Print Documents** button to print the driving record and receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

Submission		Summary	
<b>Request driving record</b> • Record Type: Full		Subtotal \$13.00 <b>Total Amount Paid \$13.00</b>	
\$13.00 <a href="#">View more details</a>		Thank you for making your payment.	
		<input type="button" value="Print Documents"/>	
		<input type="button" value="Close"/>	

- 12. Click the **View your purchased driving record (expires in 30 days)** hyperlink if you need to access your purchased driving record again. You have 30 days from the date of purchase to access the record.

## Request a DUI Hearing

You can request a DUI hearing online if it has been **7 days or less since your arrest date**, you complied with or refused a breathalyzer test at the time of your arrest, and you have a Washington state driver license. The DUI hearing requires a **non-refundable fee of \$375**. You can apply for a waiver if you have financial difficulties.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Request a DUI Hearing** hyperlink.
3. Read the What you'll need page and click the **Next** button.
4. Select **Yes** or **No** from the Is your contact information up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
  - a. Enter the Preferred name, if applicable.
  - b. Select the appropriate option from the Phone type dropdown menu, if applicable.
  - c. Enter the Phone number, if applicable.
  - d. Enter the Email address, if applicable.
  - e. Confirm the email address, if applicable.
  - f. Click the **Next** button.
5. Select **Yes** or **No** from the Is your address up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
  - a. Enter the Street address.
  - b. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
  - c. Enter the City.
  - d. Select the appropriate option from the State dropdown menu.
  - e. Enter the Zip code.
  - f. Click the **Next** button
  - g. Verify the address and click **Next**.

6. Complete the following Hearing information and click **Next**.
  - a. What day did you receive your ticket?
  - b. What is your citation number? Alternatively, click the **I don't have a citation number** checkbox.
  - c. Select **Yes** or **No** to the Do you need an interpreter dropdown menu.
  - d. Select the appropriate option from the What language you need dropdown menu, if applicable.
  - e. Select **Yes** or **No** to the Do you have an attorney dropdown menu.

Request a DUI hearing

Introduction

Introduction

Driver information

Contact information

Current mailing

Verify mailing

Hearing details

Hearing information

Hearing information

Citation identifying information

What day did you receive your ticket? \*

Required

What is the citation number? \*

Required

☐ I don't have a citation number

Interpreter information

Do you need an interpreter? \*

Required

Attorney information

Do you have an attorney? \*

Required

- f. Complete the additional steps below, if applicable:
- What is your attorneys phone number?
  - What is your attorney's email?
  - What is your attorney's first name?
  - What is your attorney's middle name?
  - What is your attorney's last name?
  - Click the **Next** button.
  - Complete the following attorney address information, if applicable:
    - Enter the Street address
    - Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
    - Enter the City.
    - Enter the Zip code
    - Click the **Next** button.

Request a DUI hearing

Attorney address

Enter your attorney's address

Street address \* Required

Street 2

Unit type Unit

City \* Required

State WA - WASHINGTON

Zip code \* Required

< Previous Next >

7. Verify the attorney address and click **Next**.
8. Review the Fee details and click the checkbox to agree to the following:
- I agree and certify that I'm the person previously identified and that the information is true and correct and I'm presently eligible to contest the suspension, revocation, or denial of my driving privileges. I also authorize the Dept. Of Licensing to charge my debit card, credit card, or bank account for \$375 and to retrieve the information to process the request. I also agree to all of the terms, conditions, and notices that apply to my use of this website in completing my request. I also understand the fee is non-refundable.**
9. Review the Summary and click **Submit** to proceed or **Previous** to make changes.

10. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

a. Pay with Bank Account:

- i. Select **Checking** or **Savings** as the Bank Account Type.
- ii. Enter the Routing Number.
- iii. Enter the Account Number.
- iv. Confirm the Account Number.
- v. Select **Yes** or **No** to save this payment channel for future use.
- vi. Confirm the Amount.

The screenshot shows a web form titled "Bank Account Payment". It is divided into two main sections: "Bank Account Information" and "Payment Amount".

**Bank Account Information:**

- Bank Account Type:** Two radio buttons are present: "Checking" (selected) and "Savings".
- Routing Number:** A text input field with a red border and the word "Required" below it.
- Populate Bank Information:** A section with two text input fields: "Account Number" (with "Required" below it) and "Confirm Account Number" (with "Required" below it).
- Save this payment channel for future use:** Two radio buttons: "No" (selected) and "Yes".

**Payment Amount:**

- Web ACH payment for driver service transactions.**
- Payment Date:** "22-Mar-2022".
- Amount:** "10.00".
- Confirm Amount:** A text input field with a red border and the word "Required" below it.

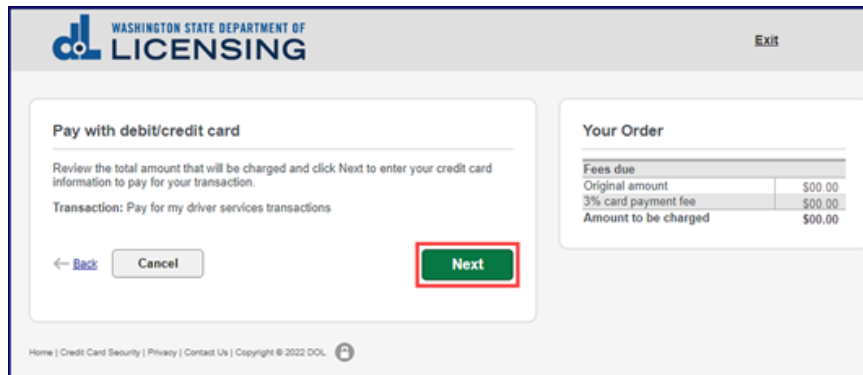
**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.

The image shows a check with the number "1025" in the top right corner. The "DATE" field is blank. The "PAY TO THE ORDER OF" field is blank. The "\$" symbol is followed by a blank box. The word "DOLLARS" is followed by a blank box. The "MEMO" field contains the text "Routing Number" and "Account Number". Below the "MEMO" field, the routing number "1025" and the account number "1025" are highlighted with red boxes. The check number "1025" is also visible in the bottom right corner.

vii. Click **Submit** after reading the Confirmation statement.

b. Pay with Debit/Credit Card

- i. Click **Next** after reviewing the Fees due for Your Order.



WASHINGTON STATE DEPARTMENT OF LICENSING

Exit

**Pay with debit/credit card**

Review the total amount that will be charged and click Next to enter your credit card information to pay for your transaction.

Transaction: Pay for my driver services transactions

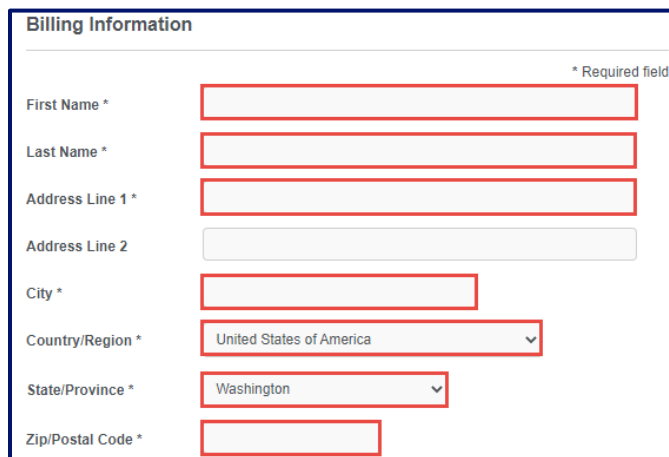
← Back Cancel **Next**

**Your Order**

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

Home | Credit Card Security | Privacy | Contact Us | Copyright © 2022 DOL

- ii. Enter the First Name (as it appears on your card).
- iii. Enter the Last Name (as it appears on your card).
- iv. Enter the Address 1 (as it appears on your card statement).
- v. Enter the City.
- vi. Select the appropriate option from the Country/Region dropdown menu.
- vii. Select the appropriate option from the State/Province dropdown menu.
- viii. Enter the Zip/Postal Code.



**Billing Information**

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

Country/Region \*

State/Province \*

Zip/Postal Code \*



- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.

**Payment Details** 🛒

Card Type \*

☐ Visa
 ☐ Mastercard
 ☐ Amex

Card Number \*

Expiration Month \* Month ▾      Expiration Year \* Year ▾

CVN \* This code is a three or four digit number printed on the back or front of credit cards.

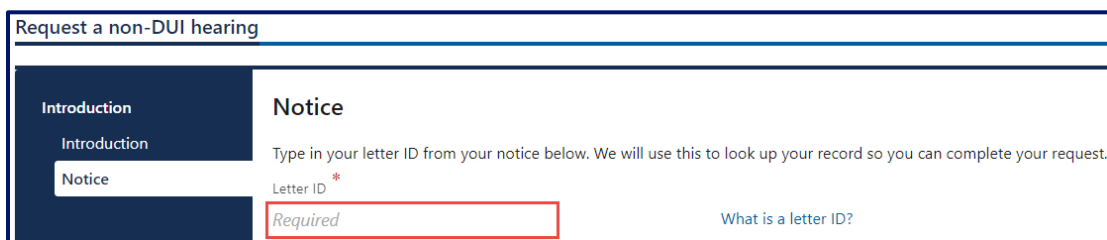
- 11. Click the **Next** button.
- 12. Review the information and click **Submit**.
- 13. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.
- 14. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

<b>Submission</b> DUI hearing request      \$375.00 <a href="#">View more details</a> Violation Date: 7/2/2021		<b>Summary</b> Subtotal      \$375.00 Total Amount Paid <b>\$375.00</b> Thank you for making your payment. <div> <input type="button" value="Print Documents"/> <input type="button" value="Close"/> </div>
--	--	---

## Request a Non-DUI Hearing

You can request a non-DUI hearing if it has been **15 days or less** since you received a notice of suspension or revocation from the Department of Licensing, have a suspension/revocation notice with a letter ID, and have a WA state driver license. There is no fee for non-DUI hearings.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Request a Non-DUI Hearing** hyperlink.
3. Read the What you'll need page and click **Next**.
4. Enter the Letter ID and click **Next**.



Request a non-DUI hearing

**Introduction**

Introduction

**Notice**

Type in your letter ID from your notice below. We will use this to look up your record so you can complete your request.

Letter ID \*

Required

[What is a letter ID?](#)

5. Confirm the information is correct and click **Next**.
6. Select **Yes** or **No** from the Is your address up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
  - a. Enter the Street address.
  - b. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
  - c. Enter the City.
  - d. Select the appropriate option from the State dropdown menu.
  - e. Enter the Zip code.
  - f. Click the **Next** button.
7. Verify the address and click **Next**.

8. Complete the following Hearing information and click **Next**.
  - a. Select **Yes** or **No** to the Do you need an interpreter dropdown menu. Select the appropriate option from the What language you need dropdown menu when selecting Yes.
  - b. Select **Yes** or **No** to the Do you have an attorney dropdown menu. Complete the additional steps below when selecting Yes.

The screenshot shows a web form titled "Request a non-DUI hearing". On the left is a dark blue sidebar with a list of steps: Introduction, Notice, Confirm, Driver information, Contact information, Current mailing, Verify mailing, Hearing details, and Hearing information (which is highlighted). The main content area is titled "Hearing information" and contains two sections. The "Interpreter information" section asks "Do you need an interpreter?" with a red asterisk, followed by a dropdown menu showing "Required". The "Attorney information" section asks "Do you have an attorney?" with a red asterisk, followed by a dropdown menu showing "Required".

- i. What is your attorneys phone number?
    - ii. What is your attorney's email?
    - iii. What is your attorney's first name?
    - iv. What is your attorney's middle name?
    - v. What is your attorney's last name?
    - vi. Click the **Next** button.
    - vii. Complete the following attorney address information, if applicable:
      - A. Enter the Street address.
      - B. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
      - C. Enter the City.
      - D. Enter the Zip code.
      - E. Click the **Next** button.
      - F. Verify the attorney address and click **Next**.
9. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
10. Click **Print** to print your transaction confirmation or **Continue** to return to your homepage.

## Schedule an Appointment

Use the following process to schedule an appointment at a Driver Licensing Office.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Schedule an appointment** hyperlink.
3. Read the Instructions and click the **Next** button.
4. Select the appropriate button for the type of appointment you would like to schedule and click **Next**.

The screenshot shows the 'Select Category' step of the appointment scheduling process. At the top, a progress bar has five steps: 'Instructions' (checked), 'Select Category' (active), 'Select Service', 'Select Location', and 'Select Appointment Time'. Below the progress bar, the question 'What type of appointment would you like to schedule?' is displayed. There are two selectable options, each with a colored header and a description:

- Driver license, state id, or driving permit**  
Get a new license/id, transfer an out-of-state license, or renew/replace your current document
- Knowledge test or skills exam**  
Take a knowledge test or skills exam to meet driver licensing requirements

5. Select the appropriate button for the service you would like to schedule and click **Next**.

The screenshot shows the 'Select Service' step of the appointment scheduling process. At the top, a progress bar has six steps: 'Instructions' (checked), 'Select Category' (checked), 'Select Service' (active), 'Select Location', 'Select Appointment Time', and 'Book Appo'. Below the progress bar, the question 'What service would you like to schedule?' is displayed. There are five selectable options, each with a colored header and a description:

- Get a commercial driver license or permit**  
New CDL or CLP without any additional in-office testing
- Get a non-commercial driver license, permit, or state Id**  
New license, permit, Id, or restricted license without any additional in-office testing
- Get an enhanced license or Id**  
New federally compliant Real Id document
- Reinstate my driving privileges**  
Reinstate from your suspension without any additional in-office testing (if you are required to retest, schedule an appointment for taking a knowledge exam instead)
- Renew or replace my license or state Id**  
Renew your license or id, replace a lost or damaged document, or update information on your current document

6. Select the location for your appointment and click **Next**.

Search Locations

Enter city, state or ZIP

Showing locations within 50 mi of Washington.  
Use my current location

Select a location below

<b>Lacey</b> 719 SLEATER-KINNEY RD SE STE 108 LACEY WA 98503	2.66 mi
<b>Centralia</b> 1000 KRESKY AVE CENTRALIA WA 98531	23.33 mi
<b>Hoquiam</b> 719 8TH ST OLYMPIA WA 98502	47.06 mi

Locations

Map Satellite

Print

7. Select the appointment date and time and click **Next**.

actions Select Category Select Service Select Location Select Appointment Time Book Appointment

Choose your appointment day and time

< July 2021 >

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, July 08, 2021

9:30 AM	9:45 AM	10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM
11:45 AM	1:00 PM	1:15 PM	1:30 PM	1:45 PM	2:00 PM	2:15 PM	2:30 PM	2:45 PM
3:00 PM	3:15 PM	3:30 PM	3:45 PM	4:00 PM	4:15 PM	4:30 PM	4:45 PM	

8. Enter the Name.

9. Select the appropriate option from the Phone country dropdown menu and enter the Phone number, if applicable.

10. Enter the Email address.

11. Enter the Accommodation information, if applicable.

12. Click the **Next** button.

actions Select Category Select Service Select Location Select Appointment Time Book Appointment

Details

Get a commercial driver license or permit  
New CDL or CLP without any additional in-office testing  
[Change Service](#)

Thursday, July 08, 2021  
1:30 PM (15 Minutes)  
[Change Time](#)

Lacey  
719 SLEATER-KINNEY RD SE STE 108  
LACEY WA 98503  
[Change Location](#)

Contact

Name  Required

Phone Country  Phone







USA

Email  Required

Accommodations

Guests are not allowed unless specified below. Let us know if you will be bringing a parent, guardian, caregiver, or interpreter to your appointment. If you need a reasonable accommodation, please request that here.


13. Review the Appointment and Details sections. Complete the applicable process below to immediately cancel or reschedule your appointment. After you leave this screen, you can cancel the appointment via the confirmation message that is sent to the email address you provide.

<b>Appointment</b>  Confirmation Code <b>2T572F</b> You'll need this confirmation code and your email address to update your appointment in the future.  Booked Your appointment has been booked. We will send you a reminder asking you to confirm your appointment a few days before. <a href="#">Cancel Appointment</a>	<b>Details</b>  Get a commercial driver license or permit New CDL or CLP without any additional in-office testing  Thursday, July 08, 2021 1:30 PM (15 Minutes)  Lacey 719 SLEATER-KINNEY RD SE STE 108 LACEY WA 98503 <a href="#">Reschedule</a>	<b>Contact</b>  Jessanna Email: j*****@d*.w*.gov <a href="#">Update Information</a>
--	--	---

a. Cancel:

- Click the **Cancel Appointment** button.
- Review the Confirm Cancel Appointment dialog box and click **Yes, Cancel My Appointment**.

Confirm Cancel Appointment


 Are you sure you want to cancel this appointment?


[Cancel](#) [Yes, Cancel My Appointment](#)


b. Reschedule:

- Click the **Reschedule** button.
- Select the location and click **Next**.
- Select the appointment day, select the appointment time, and click **Next**.
- Review the Details and click **Submit**.

**Details**

 Get a commercial driver license or permit  
New CDL or CLP without any additional in-office testing

 Thursday, July 08, 2021  
4:30 PM (15 Minutes)  
[Change Time](#)

 Lacey  
719 SLEATER-KINNEY RD SE STE 108  
LACEY WA 98503  
[Change Location](#)

## Renew Your License

You can renew your license online if you completed your last renewal in person in a Driver Licensing Office. Make sure your address is up to date before you complete a renewal.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Renew license** hyperlink. Alternatively, click the **Your license/id expires soon** hyperlink.
3. Read the What you'll need page and click **Next**.
4. Review the Identity information. Select **Yes** from the Is this information correct dropdown menu and click **Next**.
5. Review the Physical features information. Select **Yes** or **No** and complete the additional process below when selecting No.
  - a. Select the appropriate option from the Feet dropdown menu, if applicable.
  - b. Select the appropriate option from the Inches dropdown menu, if applicable.
  - c. Enter the Weight, if applicable.
  - d. Select the appropriate option from the Eye color dropdown menu, if applicable.
  - e. Click the **I certify that the above information is true and correct** checkbox.
6. Click the **Next** button.
7. Review the card information and do the following:
  - a. Select **Yes** or **No** from the dropdown menu to answer the Have you lost or renounced your U.S. Citizenship? question, if applicable. This question will only show for enhanced license renewals.
  - b. Click the **Renew my driver license for 6 years instead of 8.** checkbox, if applicable.

- c. Click the **Mail a non-photo card to an address outside Washington** checkbox and complete the additional process below, if applicable:
  - i. Click the **You have indicated you need your card mailed to a non-Washington address** checkbox and click **Next**. Your new card will not have your photo or signature.
  - ii. Select the appropriate option from the Country dropdown menu, if applicable.
  - iii. Enter the Street address.
  - iv. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
  - v. Enter the City, the Zip code.
  - vi. Click the **Next** button.
  - vii. Verify the out-of-state address and click **Next**.
8. Review or update the residential address, select **Yes** or **No** from the dropdown menus to answer the Is this up to date? and Is this also your mailing address? questions and click **Next**.
9. Verify the address and click **Next**.
10. Complete the following steps, as applicable, and click **Next**:
  - a. Select **Yes** or **No** from the May we share your email with the Secretary of State to receive jury summons or other jury communication electronically? dropdown menu.
  - b. Enter your Email, if applicable.

The screenshot shows a web form titled "Renew your driver license/ID card". On the left is a dark blue sidebar with a list of sections: Introduction, License information, Address, Fees and options, and Registration options (which is currently selected). The main content area is titled "Registration options" and contains the following fields and questions:

- May we share your email with the Secretary of State to receive jury summons or other jury communication electronically? (Dropdown menu with "Yes" selected)
- Email \* (Text input field, highlighted with a red box and labeled "Required")
- Would you like to remain registered or register as an organ, eye, and tissue donor? \* (Dropdown menu with "Required" selected)
- Do you want to register, or sign up to vote or update your voter registration? (Dropdown menu with "Required" selected)
- Are you a United States citizen? \* (Dropdown menu with "Required" selected)



- c. Select **Yes** or **No** from the dropdown menu to answer the Would you like to remain registered or register as an organ, eye, and tissue donor? question. [LifeCenter Northwest](#) stores your information in a confidential database if you select Yes.
- d. Select **Yes** or **No** from the dropdown menu to answer Do you want to register, or sign up to vote or update your voter registration? question. License eXpress defaults to Yes and prevents any changes if renewing an enhanced driver license.

- e. Select **Yes** or **No** from the dropdown menu to answer the Are you a United States citizen? question. You must be a citizen to register to vote.
  - f. Click the **Next** button.
11. Review the following voter registration statements and click **I certify the facts of this voter registration are true** checkbox, if applicable, and click **Next**:
    - I am a citizen of the United States,
    - I will have lived at this address in Washington for at least 30 days immediately before the next election at which I vote,
    - I'm at least sixteen years old and,
    - I am not disqualified from voting due to a court order, and I am not currently serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a Washington felony conviction, and I am not currently incarcerated for a federal or out-of-state felony conviction.

12. Review the fee details and click **Next**.
13. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
14. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.
  - a. Pay with Bank Account:
    - i. Select **Checking** or **Savings** as the Bank Account Type.
    - ii. Enter the Routing Number.
    - iii. Enter the Account Number.
    - iv. Confirm the Account Number.
    - v. Select **Yes** or **No** to save this payment channel for future use.
    - vi. Confirm the Amount.

The screenshot shows a web form for a "Web ACH payment for driver service transactions." The form is divided into two main sections. The left section contains the following fields: "Bank Account Type" with radio buttons for "Checking" and "Savings" (both are empty); "Routing Number" with a red border and the text "Required" below it; "Populate Routing Number" (a blue link); "Account Number" with a red border and "Required" below it; "Confirm Account Number" with a red border and "Required" below it; and "Save this payment channel for future use" with "No" and "Yes" buttons. The right section contains: "Payment Date" with the value "16-Jul-2021"; "Amount" with the value "00.00"; and "Confirm Amount" with a red border and "Required" below it.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- vii. Click **Submit** after reading the Confirmation statement.

b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

WASHINGTON STATE DEPARTMENT OF LICENSING [Exit](#)

**Pay with debit/credit card**

Review the total amount that will be charged and click Next to enter your credit card information to pay for your transaction.

Transaction: Pay for my driver services transactions

[← Back](#) [Cancel](#) [Next](#)

**Your Order**

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

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- ii. Enter the First Name (as it appears on your card).
- iii. Enter the Last Name (as it appears on your card).
- iv. Enter the Address 1 (as it appears on your card statement).
- v. Enter the City.
- vi. Select the appropriate option from the Country/Region dropdown menu.
- vii. Select the appropriate option from the State/Province dropdown menu.
- viii. Enter the Zip/Postal Code.

**Billing Information**

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

Country/Region \*

State/Province \*

Zip/Postal Code \*

- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.

**Payment Details** 🛡️

Card Type \*

☐ Visa
 ☐ Mastercard
 ☐ Amex

Card Number \*

Expiration Month \* Month ▾      Expiration Year \* Year ▾

CVN \* This code is a three or four digit number printed on the back or front of credit cards.

- 15. Click the **Next** button.
- 16. Review the information and click **Submit**.
- 17. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.
- 18. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

<b>Submission</b> Name of transaction displays here      \$00.00 <a href="#">View more details</a>		<b>Summary</b> Subtotal      \$00.00 <b>Total Amount Paid</b> <b>\$00.00</b> Thank you for making your payment.
		<input type="button" value="Print Documents"/>
		<input type="button" value="Close"/>

## Replace Your License

The replacement license fee is \$20. You can order a replacement license online up to 3 times a year. If your license expires within 3 months, you need to renew it instead.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Replace license** hyperlink.
3. Read the What you'll need page and click **Next**.
4. Review the Identity information. Select **Yes** or **No** for the Is this information correct dropdown menu and click **Next**.
5. Review the Physical features information. Select **Yes** or **No**, complete the additional steps below when selecting No, and click the **Next** button.
  - a. Select the appropriate option from the Feet dropdown menu, if applicable.
  - b. Select the appropriate option from the Inches dropdown menu, if applicable
  - c. Enter the Weight, if applicable.
  - d. Select the appropriate option from the Eye color dropdown menu, if applicable.
  - e. Click the **I certify that the above information is true and correct** checkbox.
6. Review the card information and do the following, if applicable, and click **Next**:
  - a. Click the **Mail a non-photo card to an address outside Washington** checkbox and complete the additional process below, if applicable:
    - i. Click the **You have indicated you need your card mailed to a non-Washington address** checkbox and click **Next**. Your new card will not have your photo or signature.
    - ii. Select the appropriate option from the Country dropdown menu, if applicable.
    - iii. Enter the Street address.
    - iv. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
    - v. Enter the City, the Zip code.
    - vi. Click the **Next** button.
  - b. Verify the out-of-state address and click **Next**.

7. Select the appropriate answer for the following dropdown menus and click **Next**.
  - a. Is your ID/Instruction Permit/License in your possession?
  - b. Reason for replacement.
8. Select the appropriate answer for the following dropdown menus and click **Next**.
  - a. Is this up to date?
  - b. Enter the address information, if applicable.
  - c. Is this also your mailing address?
9. Verify the out-of-state address and click **Next**.
10. Complete the following steps, as applicable, and click **Next**:
  - a. Select **Yes** or **No** from the May we share your email with the Secretary of State to receive jury summons or other jury communication electronically? dropdown menu.
  - b. Enter your Email, if applicable.

The screenshot shows a web form titled "Renew your driver license/ID card". On the left is a dark blue sidebar with a list of sections: Introduction, License information, Address, Fees and options, and Registration options (which is highlighted). The main content area is titled "Registration options" and contains several questions with dropdown menus. The first question is "May we share your email with the Secretary of State to receive jury summons or other jury communication electronically?" with a dropdown menu showing "Yes". Below this is an "Email" field with a red asterisk and a red border, labeled "Required". The next question is "Would you like to remain registered or register as an organ, eye, and tissue donor?" with a dropdown menu showing "Required". Below that is "Do you want to register, or sign up to vote or update your voter registration?" with a dropdown menu showing "Required". The final question is "Are you a United States citizen?" with a dropdown menu showing "Required".

- c. Select **Yes** or **No** from the dropdown menu to answer the Would you like to remain registered or register as an organ, eye, and tissue donor? question. [LifeCenter Northwest](#) stores your information in a confidential database if you select Yes.

- d. Select **Yes** or **No** from the dropdown menu to answer Do you want to register, or sign up to vote or update your voter registration? question. License eXpress defaults to Yes and prevents any changes if renewing an enhanced driver license.

The screenshot shows the 'License eXpress for Individuals' page. The left sidebar contains a navigation menu with sections: Introduction, License information, Address, Fees and options, and Registration options. The 'Registration options' section is active. The main content area shows the following questions and answers:

- May we share your email with the Secretary of State to receive jury summons or other jury communication electronically? **Yes**
- Email: CUSTOMER@FAKEMAIL.COM
- Would you like to remain registered or register as an organ, eye, and tissue donor? **No**
- Do you want to register, or sign up to vote or update your voter registration? **Yes** (highlighted with a red box)
- Are you a United States citizen? **Required**

- e. Select **Yes** or **No** from the dropdown menu to answer the Are you a United States citizen? question. You must be a citizen to register to vote.
- f. Click the **Next** button.
11. Review the following voter registration statements and click **I certify the facts of this voter registration are true** checkbox, if applicable, and click **Next**:
- I am a citizen of the United States,
  - I will have lived at this address in Washington for at least 30 days immediately before the next election at which I vote,
  - I'm at least sixteen years old and will vote and,
  - I am not disqualified from voting due to a court order, and I am not currently serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a Washington felony conviction, and I am not currently incarcerated for a federal or out-of-state felony conviction.
12. Review the fee details and click **Next**.
13. Review the Summary and click **Submit** to proceed or **Previous** to make changes.

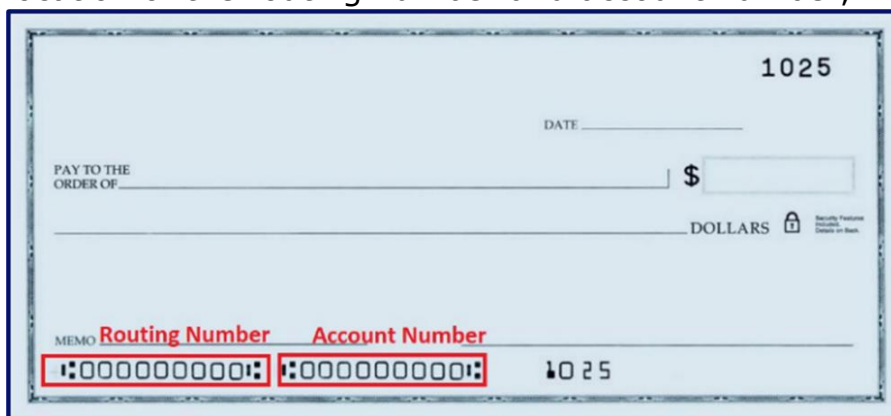
14. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

a. Pay with Bank Account:

- i. Select **Checking** or **Savings** as the Bank Account Type.
- ii. Enter the Routing Number.
- iii. Enter the Account Number.
- iv. Confirm the Account Number.
- v. Select **Yes** or **No** to save this payment channel for future use.
- vi. Confirm the Amount.

The screenshot shows a web form for ACH payments. On the left, under 'Bank Account Type', there are radio buttons for 'Checking' and 'Savings'. Below this are fields for 'Routing Number', 'Account Number', and 'Confirm Account Number', each with a 'Required' label. A link 'Populate Routing Number' is also present. At the bottom left is a toggle for 'Save this payment channel for future use' with 'No' and 'Yes' options. On the right, the form displays 'Web ACH payment for driver service transactions.', 'Payment Date' (16-Jul-2021), 'Amount' (00.00), and a 'Confirm Amount' field with a 'Required' label.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



vii. Click **Submit** after reading the Confirmation statement.



b. Pay with Debit/Credit Card:

- i. Click the Next button after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' section of the Washington State Department of Licensing website. It includes a 'Next' button highlighted with a red box. To the right, the 'Your Order' section displays a table of fees due.

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

- ii. Enter the First Name (as it appears on your card).  
iii. Enter the Last Name (as it appears on your card).  
iv. Enter the Address 1 (as it appears on your card statement).  
v. Enter the City.  
vi. Select the appropriate option from the Country/Region dropdown menu.  
vii. Select the appropriate option from the State/Province dropdown menu.  
viii. Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form with various input fields. The fields for First Name, Last Name, Address Line 1, City, Country/Region, State/Province, and Zip/Postal Code are highlighted with red boxes. The Country/Region dropdown is set to 'United States of America' and the State/Province dropdown is set to 'Washington'.

\* Required field

First Name \*  
Last Name \*  
Address Line 1 \*  
Address Line 2  
City \*  
Country/Region \*  
State/Province \*  
Zip/Postal Code \*

- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.

**Payment Details** 🔒

Card Type \*

☐ Visa
 ☐ Mastercard
 ☐ Amex

Card Number \*

Expiration Month \* Month ▾      Expiration Year \* Year ▾

CVN \* This code is a three or four digit number printed on the back or front of credit cards.

- 15. Click the **Next** button.
- 16. Review the information and click **Submit**.
- 17. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.
- 18. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

<b>Submission</b> Name of transaction displays here      \$00.00 <a href="#">View more details</a>		<b>Summary</b> Subtotal      \$00.00 Total Amount Paid      \$00.00 Thank you for making your payment. <input type="button" value="Print Documents"/> <input type="button" value="Close"/>
---	--	---

## Submit CDL Medical Documents

Customers with a Commercial Driver License (CDL) or a Commercial Learner Permit (CLP) can complete the following process to submit medical documents to DOL. Your medical documents should be unexpired, complete, and signed by a medical provider on the National Registry of Certified Medical Examiners. DOL reviews your submissions before it posts. It may take up to **7-10 business days** to update your record.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Submit CDL medical documents** hyperlink.
3. Read the What you'll need page and click **Next**.
4. Complete the following Contact information and click Next.
  - a. Enter the Email address.
  - b. Confirm email address.
  - c. Select the appropriate option from the Preferred phone type dropdown menu.
  - d. Enter the Phone number.
5. Select the appropriate option from the Do you want to change your self-certification dropdown menu.
6. Select one of the following documents you would like to submit and click **Next**.
  - a. Medical certificate or Medical report.
  - b. Application to add a waiver.
  - c. Application to remove a waiver.

7. Complete the following Certificate information and click **Next**.
- Per FMCSA regulations (select one):
    - Meets minimum federal standards.
    - Does not meet minimum federal standards, may meet state.
  - And if applicable, only when (check all that apply):
    - Wearing corrective lenses.
    - Accompanied by waiver exemption.
    - Driving with Exempt Intra-city zone.
    - Wearing hearing aid.
    - Accompanied by SPE certificate.
    - Qualified by Op of 49 CFR 391.64.
  - Enter the Medical Examiners Certificate expiration date.

Submit CDL Medical Documents

Customer Info

What you'll need

How to reach you

Medical Info

Self certification

Medical certificate

Certificate information

I certify that I have examined:

Last nameFirst name

GREYZOLA

Per FMCSA regulations (select one):

☐ Meets minimum federal standards

☐ Does not meet minimum federal standards, may meet state standards

And if applicable, only when (check all that apply):

☐ Wearing corrective lenses

☐ Wearing hearing aid

☐ Accompanied by waiver exemption

☐ Accompanied by a SPE Certificate

☐ Driving with Exempt Intra-city Zone

☐ Qualified by Op of 49 CFR 391.64

Medical Examiner's Certificate expiration date \*

[Federal description](#)

[Federal description](#)

8. Complete the following Examiner Info and click **Next**.

- a. Enter the First name.
- b. Enter the Middle name, if applicable.
- c. Enter the Last name.
- d. Enter the Phone number.
- e. Enter the Date certificate signed.
- f. Select one of the following specialties:
  - i. MD
  - ii. DO
  - iii. Physician Assistant
  - iv. Chiropractor
  - v. Advanced Practical Nurse
  - vi. Other
- g. Enter the License/certification number.
- h. Enter the Issuing date.
- i. Enter the National registry number.

Submit CDL Medical Documents

**Examiner Info**

Please provide the following information about your medical provider

First name \* Middle name Last name \*

Phone number \* Date certificate signed \*

A specialty must be selected

☐ MD ☐ Physician Assistant ☐ Advanced Practice Nurse

☐ DO ☐ Chiropractor ☐ Other

License/certification number \* Issuing state \* National registry number \*

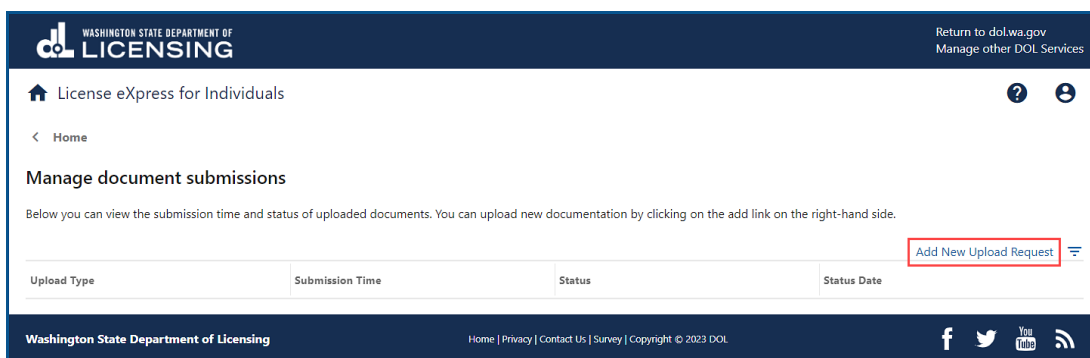
9. Click **Upload** to attach a copy of the document. Complete the applicable fields and click **OK**. Click the **Next** button.

10. Review the Summary and click Submit to proceed or **Previous** to make changes.

## Submit Military or Veteran Verification Documentation

You can submit verification documents through your License Express account to have a military or veteran designation added to your driver license or state identification card. DOL reviews your submission, and sends an email once approved or denied with next steps.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Manage document uploads** hyperlink from the Driver Information section.
3. Click the **Add New Upload Request** hyperlink.



WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](https://dol.wa.gov)  
Manage other DOL Services

License eXpress for Individuals

< Home

Manage document submissions

Below you can view the submission time and status of uploaded documents. You can upload new documentation by clicking on the add link on the right-hand side.

Add New Upload Request

Upload Type	Submission Time	Status	Status Date
-------------	-----------------	--------	-------------

Washington State Department of Licensing

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4. Select **Military Verification** or **Veteran Verification** from the Which Document Upload Submission Type Would You Like To Search For? dropdown menu and click the **Submit** button.



WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](https://dol.wa.gov)

DOL Online Services

Document Upload Search

Which Document Upload Submission Type Would You Like To Search For? \*

Required

Required

Military Verification

Veteran Verification

Disabled Parking Temporary Placard

Cancel Submit

Washington State Department of Licensing

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5. Read the information on the What You'll Need screen and click **Next**.
6. Complete the following steps and click **Next**:
  - a. Enter your Email and Confirm email.
  - b. Select the applicable option from the Preferred phone type dropdown menu.
  - c. Enter your Phone number.

7. Click the **Upload** button.
8. Complete the following steps and click **OK**:
  - a. Select the appropriate option from the Type dropdown menu.
  - b. Enter a Description.
  - c. Click the **Choose File** button and select the applicable document from your files. Repeat steps 7 and 8 for each required document.

9. Click the **Remove** hyperlink for documents uploaded in error, if applicable, and click **Next**.

10. Review the Summary and click the **Submit** button to proceed or the **Previous** button to make changes.
11. Click the **Print** button to print your transaction confirmation or the **Continue** button to return to your homepage.

## Manage Your Documentation Submission

You can check on the status of your submission case to have a military or veteran designator added to your record.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Manage document uploads** hyperlink from the Driver Information section.
3. Click the hyperlink in the Status column. A pop-up window displays with description of the status. Click **Close** to close the pop-up window.

The screenshot shows the 'License eXpress for Individuals' interface. The main heading is 'Manage document submissions'. Below it, a message states: 'Below you can view the submission time and status of uploaded documents. You can upload new documentation by clicking on the add link on the right-hand side.' A table lists the submissions:

Upload Type	Submission Time	Status	Status Date
Military Verification	07-Nov-2023 10:01 AM	Pending Review	07-Nov-2023 10:01 AM

An 'Add New Upload Request' link is visible on the right. A pop-up window titled 'Upload Stage Description' is open, showing the 'Pending Review' status. The description reads: 'The document(s) have been successfully submitted for review. A confirmation email has been sent for this submission. An update email will be sent once the document(s) have been reviewed.' A 'Close' button is located at the bottom right of the pop-up.



## Update Email Renewal Notices

You can sign up for email renewal notices for your driver license or ID card. Complete the following process to make updates to your email address on file.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select **Yes** or **No** from the Is your email up to date dropdown menu and click **Next**. Complete the additional step below when selecting No.
  - a. Enter the Email address.
  - b. Confirm the email address.
3. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
4. Click **Print** to print your transaction confirmation or click **Continue** to return to your homepage.

## View Your Reinstatement Letter

You can view your reinstatement letter to determine what you need to do to reinstate your driver license, such as satisfy outstanding requirements or pay reissue fees. License eXpress only saves this letter to your account after viewing and does not mail the letter to you. You can only view a new letter every 24 hours.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **View reinstatement requirements** hyperlink. A new internet tab displays a reinstatement letter for you to review and print.
3. Click your internet browser **Print** icon to print the reinstatement letter, if applicable.

## Vehicle Transactions

### Add a Vehicle to Your LX Account

If you are the registered owner of a vehicle, you can add your vehicle to your license express account.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add a vehicle** hyperlink.
3. Select **License Plate** or **VIN** as the Search type. Enter the license Plate or Vehicle Identification Number (VIN) and click **Next**.

The screenshot shows the 'Add access to a vehicle' form. On the left is a sidebar with a 'Vehicle' section containing a 'Vehicle search' button. The main area is titled 'Vehicle search' and has a 'Search by...' dropdown menu with 'License Plate' and 'VIN' options. Below this is a text input field for 'Plate #' with a red asterisk and the word 'Required' below it.

This screenshot is identical to the previous one, showing the 'Add access to a vehicle' form with the 'Search by...' dropdown set to 'VIN' and the 'VIN #' input field highlighted with a red border and the word 'Required' below it.

4. Complete the following steps if you are not listed as an owner for the vehicle:
  - a. Select the appropriate option for the Please indicate your relation to a registered owner of this vehicle dropdown menu.
  - b. Click the **I understand that this information will be sent to law enforcement** checkbox.
  - c. Select **Yes** or **No** from the Is the registered owner a business dropdown menu and complete the applicable steps below:

**No:**

    - i. Enter the Registered owner first name.
    - ii. Enter the Registered owner last name.
    - iii. Enter the Vehicle year.

The screenshot shows the 'Add access to a vehicle' form at the 'Certify relation to registered owner' step. It includes a message: 'Our records indicate that you are not listed as a registered owner for this vehicle.' Below this is a dropdown menu for 'Please indicate your relation to a registered owner of this vehicle' with 'Family member or spouse of registered owner' selected. There is a checkbox for 'I understand that this information will be sent to law enforcement.' followed by a red asterisk. Under 'Registered owner information', there is a dropdown for 'Is the registered owner a business?' with 'No' selected. Below this are three text input fields: 'First name required if the registered owner has a first name', 'Registered owner last name', and 'Vehicle year', each with a red asterisk and the word 'Required' below it.

**Yes:**

- i. Enter the Registered owner business name.
- ii. Enter the Vehicle year.

- d. Click the **Next** button.
5. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
6. Click **Print** to print the transaction confirmation or click **Continue** to return to your account homepage.

## Add Your Boat to Your LX Account

If you are the registered owner of a boat, you can add your boat to your license express account.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add a boat** hyperlink.
3. Click the **HIN** or **Registration** button to search.
4. Enter the HIN or Registration # (WN#) and click **Next**.
5. Complete the following steps if you are **not** listed as an owner for the vessel:
  - a. Select the appropriate option for the Please indicate your relation to a registered owner of this vessel dropdown menu.
  - b. Click the **I understand that this information will be sent to law enforcement** checkbox.
  - c. Select the appropriate option from the Is the registered owner a business dropdown menu and complete the applicable steps below:

**No:**

    - i. Enter the Registered owner first name.
    - ii. Enter the Registered owner last name.
    - iii. Enter the Vessel year.

The screenshot shows a web form titled "Add access to a vessel". On the left is a dark blue sidebar with "Vessel details" and "Vessel search" tabs, and a "Certify relation" button. The main content area is titled "Certify relation to registered owner" and contains the following fields:

- A message: "Our records indicate that you are not listed as a registered owner for this vessel."
- A dropdown menu: "Please indicate your relation to a registered owner of this vessel." with the selected option "I am a registered owner".
- A checkbox: "I understand that this information will be sent to law enforcement." (unchecked).
- A section titled "Registered owner information" with a dropdown menu: "Is the registered owner a business?" with the selected option "No".
- Three text input fields, each with a red border and the word "Required" in red:
  - "Registered owner first name" (with an asterisk)
  - "Registered owner last name" (with an asterisk)
  - "Vessel year" (with an asterisk)

**Yes:**

- i. Enter the Registered owner business name.
- ii. Enter the Vehicle year.

The screenshot shows a web form titled "Add access to a vessel". On the left is a dark blue sidebar with three menu items: "Vessel details", "Vessel search", and "Certify relation", with "Certify relation" being the active selection. The main content area is titled "Certify relation to registered owner". It contains the following elements: a message stating "Our records indicate that you are not listed as a registered owner for this vessel."; a prompt "Please indicate your relation to a registered owner of this vessel." followed by a dropdown menu with "I am a registered owner" selected; a checkbox labeled "I understand that this information will be sent to law enforcement." which is currently unchecked; a section titled "Registered owner information" containing three fields: a dropdown for "Is the registered owner a business?" with "Yes" selected; a text input for "Registered owner business name" marked as "Required"; and a text input for "Vessel year" marked as "Required".

- d. Click the **Next** button.
6. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
7. Click **Print** to print your transaction confirmation or **Continue** to return to your homepage.

## Remove Your Vehicle or Vessel From Your LX Account

If you are no longer the registered owner of a vehicle/vessel, you can remove it from your list.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Remove from list** or **Remove boat** hyperlink.
3. Select **Yes** or **No** from the Are you sure you want to remove your online access to this vehicle? dropdown menu and click **Next**. Alternatively, select **Yes** or **No** from the Are you sure you want to remove your online access to this vessel? dropdown menu and click **Next**.

The screenshot shows a web form titled "Remove access to a vehicle or vessel". At the top, it displays "Ownership Account" with ID "CCJ0741" and "OLIVE NONE BRANCH". A progress bar indicates two steps: "Remove access to a vehicle or vessel" (current) and "Review and Submit". The main section is titled "Remove vehicle access". It contains a question: "Are you sure you want to remove your online access to this vehicle?" with a red asterisk. Below the question is a dropdown menu with "Required" selected. Underneath is a "Vehicle Details" section with fields for "Year" (2011), "Make" (NISS), and "Model" (XTERRA). The "Registered owner" field shows "OLIVE NONE BRANCH". At the bottom left is a "Cancel" button, and at the bottom right are "Previous" and "Next" buttons. The footer includes the "Washington State Department of Licensing" logo, a link to "Home | Privacy | Contact Us | Survey | Copyright © 2022 DOL", and social media icons for Facebook, Twitter, YouTube, and RSS.

4. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
5. Click **Print** to print your transaction confirmation or **Continue** to return to your homepage.

## Renew Your Vehicle Tabs (Registration)


You can renew online if your vehicle doesn't require a new [DOT number](#), has had a DOT number for over 1 year, or if the tabs are expired for less than 12 months. Visit your local Vehicle Licensing Office if the tabs are expired longer than 12 months.

If you've recently moved [Change your Vehicle Address](#) before you renew your registration.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Renew tabs** or **Eligible for vehicle renewal** hyperlink for the vehicle you would like to renew. You can renew your tabs as early as 6 months before they expire.
3. Read the What you'll need page and click **Next**.
4. Review the vehicle information and click **Next**.
5. Select one of the following options and click **Next**. Complete the [Change your Vehicle or Vessel Address](#) process when selecting No.
  - a. Yes, it's up to date.
  - b. No, I've moved and need to update it. Change your address and restart this process.
6. Select **Yes** or **No** to buy a discover pass (\$30 fee) and click **Next**.
7. Select **I'd like them mailed by the office I select**, or **I'll pick them up at the office I select** and click **Next**.
8. Select an office to get your tabs from and click **Next**.

The screenshot shows the 'Renew your vehicle tabs' web form. On the left is a sidebar with navigation links: 'Start page', 'What you'll need', 'Vehicle to renew', 'Confirm vehicle', 'Current address', 'Additional info', 'Discover pass', 'Select delivery option', and 'Select an office'. The main content area is titled 'Select an office to get your tabs from' and includes the text 'Below are 13 offices within 20 miles of your home address.' and 'Office hours listed below exclude holidays.' with a 'Change start location' link. Under 'Nearby Offices', two offices are listed: 1. THURSTON CO DOL HQ COUNTY 40 (with a note that mail is the only option at this location, 360-902-3770, 1 mile away) and 2. THURSTON COUNTY AUDITOR'S OFFICE (Mon-Fri 8:00AM - 4:30PM). A map display on the right shows the location of the selected office. On the far right, a 'Selected Vehicle' box displays: 2015 TOYOT COROLLA, Plate: RE12021, VIN: 5TDZKRFH98502021, Current expiration date: Oct 26, 2021, and Fee detail: \$113.25, with a 'Show fee details' link.

9. Select **Yes** or **No** to donate to Washington State Parks and For organ, eye,



and tissue donation awareness. Click the **Next** button.



10. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
11. Review the delivery selection and fee donation information and click **Next**.
12. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
13. Click the **Pay with Bank Account** or **Pay with Debit/Credit Card** button and complete the applicable process below.
  - a. Pay with Bank Account:
    - i. Select **Checking** or **Savings** as the Bank Account Type.
    - ii. Enter the Routing Number.
    - iii. Enter the Account Number.
    - iv. Confirm the Account Number.
    - v. Select **Yes** or **No** to save this payment channel for future use.
    - vi. Confirm the Amount.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.

vii. Click **Submit** after reading the Confirmation statement.

b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' page on the Washington State Department of Licensing website. The page has a header with the department's logo and name, and an 'Exit' link. The main content area is divided into two sections. The left section, titled 'Pay with debit/credit card', contains instructions to review the total amount and click 'Next' to enter credit card information. It also shows the transaction type: 'Transaction: Pay for my driver services transactions'. At the bottom of this section are 'Back', 'Cancel', and 'Next' buttons. The 'Next' button is highlighted with a red box. The right section, titled 'Your Order', displays a table of fees due.

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

At the bottom of the page, there is a footer with links: Home | Credit Card Security | Privacy | Contact Us | Copyright © 2022 DOL.

- ii. Enter the First Name (as it appears on your card).  
iii. Enter the Last Name (as it appears on your card).  
iv. Enter the Address 1 (as it appears on your card statement).  
v. Enter the City.  
vi. Select the appropriate option from the Country/Region dropdown menu.  
vii. Select the appropriate option from the State/Province dropdown menu.  
viii. Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form. It has a title 'Billing Information' and a note '\* Required field'. The form contains several input fields, each with a red border. The fields are: First Name \*, Last Name \*, Address Line 1 \*, Address Line 2, City \*, Country/Region \*, State/Province \*, and Zip/Postal Code \*. The Country/Region dropdown menu is set to 'United States of America' and the State/Province dropdown menu is set to 'Washington'.

- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.

**Payment Details** 🔒

Card Type \*

☐ Visa
 ☐ Mastercard
 ☐ Amex

Card Number \*

Expiration Month \*  Expiration Year \*

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

19. Click the **Next** button.
20. Review the information and click **Submit**.
21. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.
22. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

Submission		Summary	
<b>Vehicle renewal</b> <ul style="list-style-type: none"> <li>• Plate: RE12021</li> <li>• Renewal through 10/26/2022</li> </ul>		\$113.25	<a href="#">View more details</a>
		Subtotal	\$113.25
		<b>Total Amount Paid</b>	<b>\$113.25</b>
Thank you for making your payment.			
		<input type="button" value="Print Documents"/>	
		<input type="button" value="Close"/>	

## Email Renewal Reminders for Vehicle or Vessel

You won't get printed reminders by mail once you sign up for email renewal reminders.

**For vehicles:** Unsubscribe from the email if you'd rather get reminders by mail.

**For boats:** Your only option is to get email reminders.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Email renewal reminders** hyperlink for the appropriate vehicle or vessel. (Updating email renewal reminders for a Driver License is a separate process).
3. Read the What you'll need page and click **Next**.
4. Verify the correct vehicle or boat displays and click **Next**.
5. Enter the Email address, Confirm email address, and click **Next**.
6. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
7. Click **Print** to print your transaction confirmation or **Continue** to return to your homepage.

## Change Your Vehicle or Vessel Address

The registered owner of a vehicle or vessel can change their vehicle/vessel address online.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Change address** hyperlink for the appropriate vehicle or vessel. [Changing your driver license address](#) is a separate process.
3. Read the What you'll need page and click **Next**.
4. Verify the correct vehicle or boat displays and click **Next**.
5. Select **Business** or **Individual** and answer the applicable question below:

### Business:

- a. Select the applicable answer for Is your business address in Washington state? Question.

Update Address

Start page  
What you'll need  
Vehicle/Boat search  
Search results  
Address information  
Address type

Address type

Select Customer Type

☒ Business

☐ Individual

Is your business address in Washington state?

☒ Yes. \*

☐ Yes, but I'm not required to provide it:

- I'm exempt from paying vehicle excise tax, and/or
- My vehicle(s) are exempt from vehicle excise tax.

☐ No, my business doesn't have a Washington location.

- b. Click the **Next** button.

## Individual:

- a. Select the applicable answer(s) for Is your residential address in Washington state? Question.

Update Address

Start page  
What you'll need  
Vehicle/Boat search  
Search results  
Address information  
Address type

Address type

Select Customer Type

☐ Business

☒ Individual

Is your residential address in Washington state?

☒ Yes. \*

☐ Yes, but I'm not required to provide it:

- I'm exempt from paying vehicle excise tax, and/or
- My vehicle(s) are exempt from vehicle excise tax.

☐ No, I don't have a residence in Washington.

☐ No, I'm stationed outside of Washington on military active duty.

☐ I live in Washington, but I do not have a residence.

- c. Click the **Next** button.
6. Enter the following address information and click **Next**.
    - a. Select the appropriate option from the Country dropdown menu, if applicable
    - b. Enter the Street address, select the appropriate option from the Unit type dropdown menu, and enter the Unit, if applicable.
    - c. Enter the City, select the appropriate option from the State dropdown menu, if applicable, and enter the Zip code.
  7. Verify the address and click **Next**.
  8. Click the **Same as residential address** checkbox or enter your mailing address and click **Next**.
  9. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
  10. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
  11. Click **Print** to print your transaction confirmation or **Continue** to return to the homepage.

## Submit a Disabled Parking Temporary Placard Application

You can upload documents to apply for temporary disabled parking privileges through your License Express account. Make sure you have the required documentation, such as a doctor's prescription form and a completed application.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Manage document uploads** hyperlink from the Driver Information section.
3. Click the **Add New Upload Request** hyperlink.

The screenshot shows the 'Manage document submissions' page in the License eXpress for Individuals account. The page has a dark blue header with the 'dL' logo and 'WASHINGTON STATE DEPARTMENT OF LICENSING'. A top right link says 'Return to dol.wa.gov Manage other DOL Services'. Below the header, there's a breadcrumb 'Home' and a title 'Manage document submissions'. A text block explains that users can view submission times and statuses and can add new documentation. A table with columns 'Upload Type', 'Submission Time', 'Status', and 'Status Date' is shown, but it is empty. To the right of the table is a red-bordered button labeled 'Add New Upload Request' with a plus icon. The footer contains the department name, a navigation menu (Home, Privacy, Contact Us, Survey, Copyright © 2023 DOL), and social media icons for Facebook, Twitter, YouTube, and RSS.

4. Select **Disabled Parking Temporary Placard** from the Which Document Upload Submission Type Would You Like To Search For? dropdown menu and click the **Submit** button.

The screenshot shows the 'Document Upload Search' page. The header is similar to the previous page. The main title is 'Document Upload Search'. Below it, a label asks 'Which Document Upload Submission Type Would You Like To Search For?'. A dropdown menu is open, showing options: 'Required' (highlighted), 'Military Verification', 'Veteran Verification', and 'Disabled Parking Temporary Placard' (highlighted with a red box). To the right of the dropdown are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted with a red box. The footer is identical to the previous screenshot.

5. Read the information on the What You'll Need screen and click **Next**.



6. Complete the following steps and click **Next**:
  - a. Enter the Email and Confirm email.
  - b. Select the applicable option from the Preferred phone type dropdown menu.
  - c. Enter the Phone number.
7. Complete the following steps and click **Next**:
  - a. Select **Yes** or **No** from the Are you uploading a temporary permit on doctor letterhead? dropdown menu.
  - b. Select **Yes** or **No** from the Are you submitting documentation as a Power of Attorney for the applicant? dropdown menu.
8. Click the **Upload** button.
9. Complete the following steps and click **OK**:
  - a. Select the appropriate option from the Type dropdown menu.
  - b. Enter a Description.
  - c. Click the **Choose File** button and select the applicable document from your files. Repeat steps 8 and 9 for each required document.

Select a file to attach

Type \*  
Required

Description \*  
Required

File \*  
Choose File No file chosen

Cancel OK

10. Click the **Remove** hyperlink for documents uploaded in error, if applicable, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov  
Manage other DOL Services

License eXpress for Individuals

< Upload documentation

Upload Documentation

Introduction  
Introduction  
Search  
Contact information  
Upload  
DP Temp Questions  
Upload Docs

Add attachments

Upload

Requirements

Requirement Type	Number of Documents Required	Number of Documents Provided
✓ Disabled Parking Temporary Application on doctor's letterhea	1	1

Attachments

Type	Name	Description	Size
Disabled Parking Temporary Pla	DP Application.pdf	DP Application	1,868 Remove

< Previous Next >

Washington State Department of Licensing Home | Privacy | Contact Us | Survey | Copyright © 2023 DOL

11. Review the Summary and click the **Submit** button to proceed or the **Previous** button to make changes.
12. Click the **Print** button to print your transaction confirmation or the **Continue** button to return to your homepage.

## Manage Your Documentation Submission

You can check on the status of your submission case to have a military or veteran designator added to your record.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Manage document uploads** hyperlink from the Driver Information section.
3. Click the applicable hyperlink in the Status column. A pop-up window displays a description of the status. Click the **Close** button to close the pop-up window.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](https://dol.wa.gov)  
Manage other DOL Services

License eXpress for Individuals

< Home

### Manage document submissions

Below you can view the submission time and status of uploaded documents. You can upload new documentation by clicking on the add link on the right-hand side.

[Add New Upload Request](#)

Upload Type	Submission Time	Status	Status Date
Disabled Parking Temporary Placard	07-Nov-2023 10:39 AM	Processing	07-Nov-2023 10:39 AM

Washington State Department of Licensing

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f t YouTube

Upload Stage Description

### Processing

The document(s) have been successfully reviewed. Additional processing needs to occur before document submission is complete.

Close

## Renew Your Boat Decals

All boat registrations expire on June 30. You can renew your boat 6 months before the renewal date. If you have not used your boat in the previous year, you can renew after it's expired, if it's been expired less than 12 months.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Renew decals** hyperlink for the boat you would like to renew.
3. Read the What you'll need page and click **Next**.
4. Review the boat information. Click the **I attest that the hull identification number is affixed to the boat** checkbox and click **Next**.
5. Select **Yes** or **No** if your address is up to date and click **Next**. If you selected No, [update your address](#) then restart this process.
6. Select one of the following options and click **Next**.
  - a. I'd like them mailed by the office I select.
  - b. I'll pick them up at the office I select.
7. Select the office to get your decals from and click **Next**.

Renew your boat decals

Introduction

What you'll need

Boat search

Confirm vessel

Additional info

Current address

Office options

Select delivery type

Select an office

Select an office to get your decals from.

Address

Enter a full address, city and state, or zip code

Max Distance (mi)

20

Find Offices

Below are 13 offices within 20 miles of your home address.

Office hours listed below exclude [holidays](#).

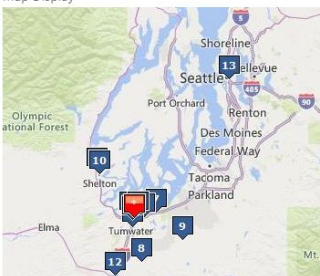
Nearby Offices

Page 1 of 2

☐ 1. THURSTON CO DOL HQ  
COUNTY 40  
Mail is the only option at this location.  
360-902-3770  
(0 miles away)

☐ 2. THURSTON COUNTY  
AUDITOR'S OFFICE  
2000 LAKERIDGE DR SW  
(MS:40947)  
OLYMPIA WA 98502-0000  
Mon-Fri: 8:00AM - 4:30PM  
For questions, please call 360-786-5406

Map Display



Selected Boat

2006 AVB Pro 12 Man

Registration number: WN1234

HIN: AX12341234

Current expiration date: Jun 30, 2021

Fee detail: \$46.35

[Show fee details](#)

8. Select **Yes** or **No** to donate Grays Harbor Historical Seaport and the Steamer Virginia V Foundation and click **Next**.
9. Review the fee information and click **Next**.
10. Enter the Email address where you would like a copy of your receipt emailed, Confirm email address, and click **Next**. If you do not want the receipt emailed, leave the fields blank and click the **Next** button.
11. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
12. Click the **Pay with Bank Account** or **Pay with Debit/Credit Card** button and complete the applicable process below.
  - a. Pay with Bank Account:
    - i. Select **Checking** or **Savings** as the Bank Account Type.
    - ii. Enter the Routing Number.
    - iii. Enter the Account Number.
    - iv. Confirm the Account Number.
    - v. Select **Yes** or **No** to save this payment channel for future use.
    - vi. Confirm the Amount.

The screenshot shows a web form for ACH payment. On the left, under 'Bank Account Type', there are radio buttons for 'Checking' and 'Savings'. Below this is a 'Routing Number' field with a red border and a 'Required' label. A link 'Populate Routing Number' is provided. Below that is an 'Account Number' field with a red border and a 'Required' label, followed by a 'Confirm Account Number' field with a red border and a 'Required' label. At the bottom left, there is a section 'Save this payment channel for future use' with 'No' and 'Yes' buttons. On the right, the text 'Web ACH payment for driver service transactions.' is displayed. Below it, 'Payment Date' is '16-Jul-2021'. The 'Amount' is '00.00'. At the bottom right, there is a 'Confirm Amount' field with a red border and a 'Required' label.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.

The screenshot shows a check with a light blue background. At the top right, the number '1025' is printed. Below it, the word 'DATE' is followed by a line. The 'PAY TO THE ORDER OF' field is followed by a line. To the right of this line is a '\$' symbol and a box for the amount. Below this is the word 'DOLLARS' followed by a line. At the bottom left, there is a 'MEMO' field. To the right of the 'MEMO' field, the words 'Routing Number' and 'Account Number' are printed in red. Below these words are two red boxes containing the routing number and account number respectively. At the bottom right, the number '1025' is printed.

- vii. Click **Submit** after reading the Confirmation statement.
- b. Pay with Debit/Credit Card:
  - i. Click **Next** after reviewing the Fees due for Your Order.

WASHINGTON STATE DEPARTMENT OF LICENSING

Exit

**Pay with debit/credit card**

Review the total amount that will be charged and click Next to enter your credit card information to pay for your transaction.

Transaction: Pay for my driver services transactions

← Back Cancel **Next**

Home | Credit Card Security | Privacy | Contact Us | Copyright © 2022 DOL

**Your Order**

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
<b>Amount to be charged</b>	<b>\$00.00</b>

- ii. Enter the First Name (as it appears on your card).
- iii. Enter the Last Name (as it appears on your card).
- iv. Enter the Address 1 (as it appears on your card statement).
- v. Enter the City.
- vi. Select the appropriate option from the Country/Region dropdown menu.
- vii. Select the appropriate option from the State/Province dropdown menu.
- viii. Enter the Zip/Postal Code.

**Billing Information**

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

Country/Region \*

State/Province \*

Zip/Postal Code \*

- ix. Select the Card Type and enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

**Payment Details** ⓘ

Card Type \*

☐ Visa
 ☐ Mastercard
 ☐ Amex

Card Number \*

Expiration Month \* Month ▾      Expiration Year \* Year ▾

CVN \* This code is a three or four digit number printed on the back or front of credit cards.

- 13. Click the **Next** button.
- 14. Review the information and click **Submit**.
- 15. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.
- 16. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

<b>Submission</b> Name of transaction displays here      \$00.00 <a href="#">View more details</a>		<b>Summary</b> Subtotal      \$00.00 <b>Total Amount Paid</b> <b>\$00.00</b> Thank you for making your payment. <input type="button" value="Print Documents"/> <input type="button" value="Close"/>
---	--	--

## Replace Your Vehicle Tabs or Vessel Decals

You can replace your vehicle tabs or vessel decals online if they are lost or damaged.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Replace Tabs** or **Replace Decals** hyperlink for the appropriate vehicle or vessel.
3. Read the What you'll need page and click **Next**.
4. Verify the correct vehicle or vessel displays and click **Next**.
5. Select **Yes** or **No** if your address is up to date and click **Next**. If you selected No, update your address then restart this process.
6. Select one of the following options and click **Next**.
  - a. I'd like them mailed by the office I select.
  - b. I'll pick them up at the office I select.
7. Select the office to get your tabs from and click **Next**.

8. Review the fee information and click **Next**.
9. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.





10. Review the Summary and click **Submit** to proceed or **Previous** to make changes.

11. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.


<b>Payment</b> Select an option to continue. <ul style="list-style-type: none"><li>• Pay with a bank account for no added fees.</li><li>• Pay with a debit or credit card for a 3% card payment fee. This option will send you to our credit card site.</li></ul> <b>Submission</b> Name of transaction displays here \$00.00 <a href="#">Delete</a>	<b>Summary</b> Subtotal \$00.00 <b>Total Amount Due</b> \$00.00 <a href="#">Pay with Bank Account</a> <a href="#">Pay with Debit/Credit Card</a> <a href="#">Cancel</a>
--	--

- a. Pay with Bank Account:
- Select **Checking** or **Savings** as the Bank Account Type.
  - Enter the Routing Number.
  - Enter the Account Number.
  - Confirm the Account Number.
  - Select **Yes** or **No** to save this payment channel for future use.
  - Confirm the Amount.

<b>Bank Account Type *</b> <input checked="" type="radio"/> Checking <input type="radio"/> Savings <b>Routing Number *</b> Required <a href="#">Populate Routing Number</a> <b>Account Number *</b> Required <b>Confirm Account Number *</b> Required Save this payment channel for future use <input type="checkbox"/> No <input type="checkbox"/> Yes	Web ACH payment for driver service transactions. <b>Payment Date</b> 16-Jul-2021 <b>Amount</b> 00.00 <b>Confirm Amount *</b> Required
--	---

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.

The image shows a check with the following details: The top right corner has the number '1025'. The 'DATE' field is blank. The 'PAY TO THE ORDER OF' field is blank. The '\$' symbol is followed by a blank box. The word 'DOLLARS' is followed by a lock icon and the text 'Security Features' and 'Check in Hand'. The 'MEMO' field is blank. The 'Routing Number' and 'Account Number' fields are highlighted with red boxes. The routing number is '1025' and the account number is '1025'.



vii. Click **Submit** after reading the Confirmation statement.

b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' section of the Washington State Department of Licensing website. It includes a 'Next' button highlighted with a red box. To the right, a 'Your Order' summary table shows the fees due.

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

- ii. Enter the First Name (as it appears on your card).  
iii. Enter the Last Name (as it appears on your card).  
iv. Enter the Address 1 (as it appears on your card statement).  
v. Enter the City.  
vi. Select the appropriate option from the Country/Region dropdown menu.  
vii. Select the appropriate option from the State/Province dropdown menu.  
viii. Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form with several fields highlighted by red boxes. The fields are: First Name \*, Last Name \*, Address Line 1 \*, City \*, Country/Region \* (set to United States of America), State/Province \* (set to Washington), and Zip/Postal Code \*. A note indicates that fields with an asterisk are required.

- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.

**Payment Details** 🛒

Card Type \*

☐ Visa
 ☐ Mastercard
 ☐ Amex

Card Number \*

Expiration Month \* Month ▾      Expiration Year \* Year ▾

CVN \* This code is a three or four digit number printed on the back or front of credit cards.

- 12. Click the **Next** button.
- 13. Review the information and click **Submit**.
- 14. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.
- 15. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

<b>Submission</b> Name of transaction displays here      \$00.00 <a href="#">View more details</a>		<b>Summary</b> Subtotal      \$00.00 <b>Total Amount Paid</b> <b>\$00.00</b> Thank you for making your payment.
		<input type="button" value="Print Documents"/>
		<input type="button" value="Close"/>

## Vehicle/Vessel Report of Sale

The vehicle seller is responsible for filing a report of sale within 5 days of selling a vehicle. Filing the report of sale protects you from penalties or fines incurred by the new owner. You could be responsible for any penalties or fines if you file later.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Report of sale** hyperlink for the appropriate vehicle or vessel.
3. Read the What you'll need page and click **Next**.
4. Review the information for the selected Vehicle or Vessel and click **Next**.
5. Complete the following Sale details and click **Next**.
  - a. Click the applicable button:
    - i. Gift/Donation
    - ii. Sale
    - iii. Trade
  - b. Enter the Date of gift/donation, Date of sale, or Date of trade.
  - c. Enter the Value or Sale price \$. Enter only whole dollar amounts.

The screenshot shows the 'Vehicle Report of Sale' form. On the left is a dark blue sidebar with links: 'Start page', 'What you'll need', 'Vehicle to report' (with vehicle ID BRL8809), and 'Sale details' (highlighted). The main area is titled 'Sale details' and contains the text 'Please select one of the options below.' Under 'This vehicle was:', there are three buttons: 'Gift/Donation', 'Sale', and 'Trade'. Below these are two required text input fields: 'Date of sale' and 'Value', both marked with an asterisk and the word 'Required'. A note at the bottom says 'Enter only whole dollar amounts'.

This screenshot shows the same 'Vehicle Report of Sale' form, but the 'Sale' button under 'This vehicle was:' is now selected and highlighted with a blue underline. The 'Date of sale' and 'Value' input fields remain visible and are marked as required. The sidebar and other form elements are identical to the previous screenshot.

6. Select **Business** or **Individual** and answer the applicable question below:

**Business:**

a. Enter the business name.

The screenshot shows the 'Vehicle Report of Sale' form. On the left is a dark blue sidebar with links: 'Start page', 'What you'll need', 'Vehicle to report' (with 'RS14404' below it), 'Sale details' (with 'Type, date and price' below it), and 'Seller details'. The main area is titled 'Seller's information'. Under 'Sold by', there are two buttons: 'Business' (highlighted with a red box) and 'Individual'. Below this is a 'Business name' field with an asterisk, which is also highlighted with a red box and contains the word 'Required' in red text.

b. Click the **Next** button.

**Individual:**

a. Enter the First name, enter the Middle name, and enter the Last name.

The screenshot shows the 'Vehicle Report of Sale' form. The sidebar is the same as in the previous form. In the 'Seller's information' section, under 'Sold by', the 'Individual' button is highlighted with a red box. Below this are three text input fields: 'First name', 'Middle name', and 'Last name' (which has an asterisk and is highlighted with a red box containing the word 'Required').

b. Click the **Next** button.

7. Complete the following seller address information and click **Next**.

- Select the appropriate option from the Country dropdown menu, if applicable.
- Enter the Street address.
- Select the Unit type and enter the Unit, if applicable.
- Enter the City.
- Select the appropriate option from the State dropdown menu, if applicable.
- Enter the Zip code.

8. Verify the address and click **Next**.

9. Select **Business** or **Individual** for the New owner's information and complete one of the following processes:
  - a. Enter the Business name, if applicable, and click **Next**.
  - b. Enter the First name, Middle name, Last name, and Driver license number, if applicable, and click **Next**.
10. Complete the following New Owner address information and click **Next**.
  - a. Select the appropriate option from the Country dropdown menu, if applicable.
  - b. Enter the Street address.
  - c. Select the Unit type and enter the Unit, if applicable.
  - d. Enter the City.
  - e. Select the appropriate option from the State dropdown menu, if applicable.
  - f. Enter the Zip code.
11. Review the Fee information and click **Next**.
12. Enter the Email address where you would like a copy of your receipt emailed, Confirm email address, and click **Next**. If you do not want the receipt emailed, leave the fields blank and click **Next**.
13. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
14. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.



- a. Pay with Bank Account:
- Select **Checking** or **Savings** as the Bank Account Type.
  - Enter the Routing Number.
  - Enter the Account Number.
  - Confirm the Account Number.
  - Select **Yes** or **No** to save this payment channel for future use.
  - Confirm the Amount.

The screenshot shows a web form for setting up a bank account for payments. On the left, under 'Bank Account Type', there are radio buttons for 'Checking' and 'Savings'. Below this are three text input fields for 'Routing Number', 'Account Number', and 'Confirm Account Number', each with a 'Required' label. A 'Populate Routing Number' link is also present. At the bottom left, there are 'No' and 'Yes' buttons for 'Save this payment channel for future use'. On the right, the text 'Web ACH payment for driver service transactions.' is displayed. Below it, the 'Payment Date' is '16-Jul-2021', the 'Amount' is '00.00', and there is a 'Confirm Amount' field with a 'Required' label.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- vii. Click **Submit** after reading the Confirmation statement.

- b. Pay with Debit/Credit Card:
- Click **Next** after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' page from the Washington State Department of Licensing. The page has a header with the department's logo and an 'Exit' link. The main content area is divided into two sections. The left section, titled 'Pay with debit/credit card', contains instructions to review the total amount and click 'Next' to enter credit card information. It also shows a transaction description: 'Transaction: Pay for my driver services transactions'. At the bottom of this section are 'Back', 'Cancel', and 'Next' buttons. The 'Next' button is highlighted with a red box. The right section, titled 'Your Order', displays a table of fees due.

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

At the bottom of the page, there is a footer with links: Home | Credit Card Security | Privacy | Contact Us | Copyright © 2022 DOL.

- Enter the First Name (as it appears on your card).
- Enter the Last Name (as it appears on your card).
- Enter the Address 1 (as it appears on your card statement).
- Enter the City.
- Select the appropriate option from the Country/Region dropdown menu.
- Select the appropriate option from the State/Province dropdown menu.
- Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form. The form has a title 'Billing Information' and a note '\* Required field'. The form contains the following fields, each outlined with a red box:

- First Name \*
- Last Name \*
- Address Line 1 \*
- Address Line 2
- City \*
- Country/Region \* (dropdown menu showing 'United States of America')
- State/Province \* (dropdown menu showing 'Washington')
- Zip/Postal Code \*

- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.

**Payment Details** ⓘ

Card Type \*

☐ Visa
 ☐ Mastercard
 ☐ Amex

Card Number \*

Expiration Month \* Month ▾      Expiration Year \* Year ▾

CVN \* This code is a three or four digit number printed on the back or front of credit cards.

- 16. Click the **Next** button.
- 17. Review the information and click **Submit**.
- 18. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.
- 19. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

<b>Submission</b> Name of transaction displays here      \$00.00 <a href="#">View more details</a>		<b>Summary</b> Subtotal      \$00.00 <hr/> <b>Total Amount Paid</b> <b>\$00.00</b> <hr/> Thank you for making your payment. <div> <input type="button" value="Print Documents"/> <input type="button" value="Close"/> </div>
---	--	--

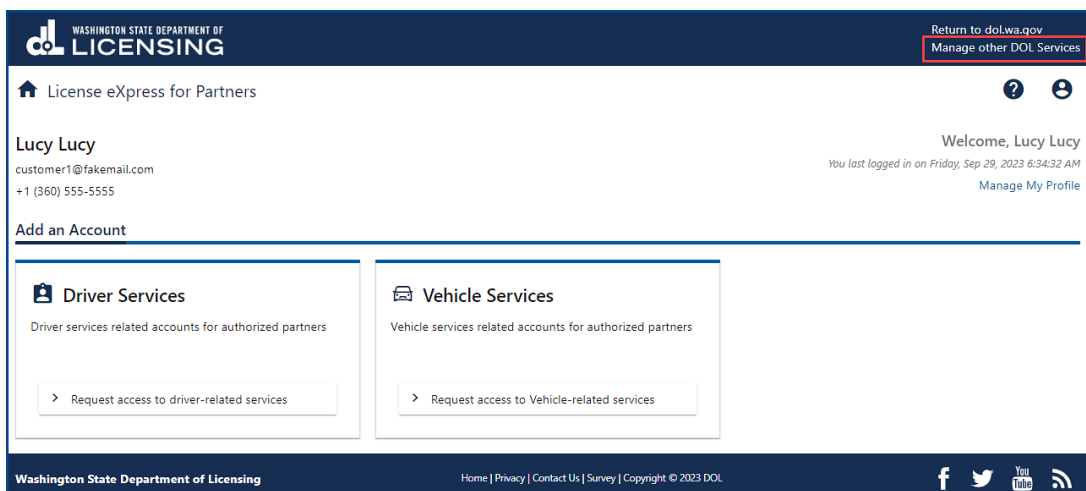
## Account Options

### Converting and Removing License Express (LX) Accounts

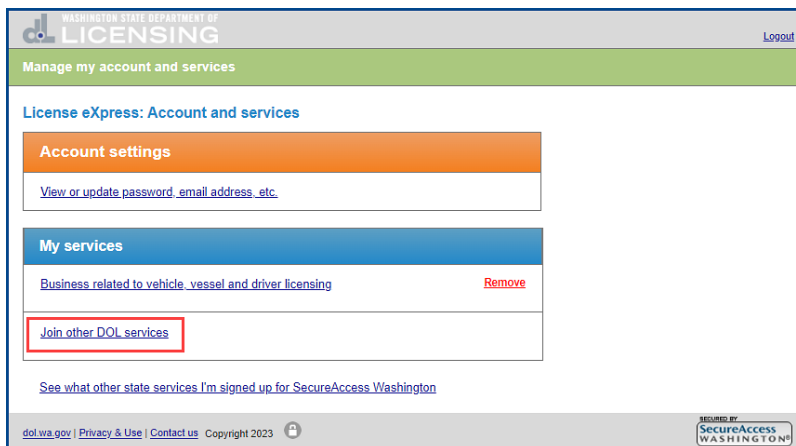
If you have created a License Express for Businesses account and intended to create a License Express for Individuals account, you have the ability to convert the account and remove the business account from your online profile.

### Converting LX Accounts

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Manage other DOL Services** hyperlink.



3. Click the **Join other DOL Services** hyperlink.



4. Click the **LX Manage my personal driver license, ID card, vehicle, and boat licenses** radio button and click **Continue**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Join other services

License eXpress for individuals

☒ LX: Manage my personal driver license, ID card, vehicle, and boat licenses

- Manage my personal driver license, ID card, vehicle and boat licenses
- Pre-apply for my first Washington driver permit, driver license or ID card

Continue

[Join other state services \(SecureAccess Washington\)](#)

[← Manage my account and services](#)

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5. Click the **Continue** button after confirming your First and Last name.

Back

WASHINGTON STATE DEPARTMENT OF LICENSING

Logout

Registration

License eXpress for individuals

Confirm your name before continuing

First name

Lucy

Last name

Lucy

Continue

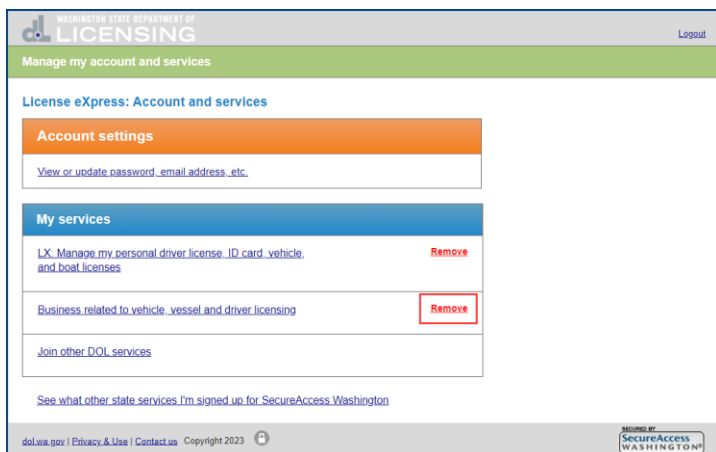
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6. Click the **LX: Manage my personal driver license, ID card, vehicle, and boat licenses** hyperlink and complete the steps to [Add a Driver License or ID to your License eXpress Account](#).

## Removing LX Accounts

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Manage other DOL Services** hyperlink.
3. Click the **Remove** hyperlink in the Business related to vehicle, vessel, and driver licensing section.



WASHINGTON STATE DEPARTMENT OF LICENSING

Logout

Manage my account and services

License eXpress: Account and services

Account settings

[View or update password, email address, etc.](#)

My services

LX: Manage my personal driver license, ID card, vehicle, and boat licenses **Remove**

Business related to vehicle, vessel and driver licensing **Remove**

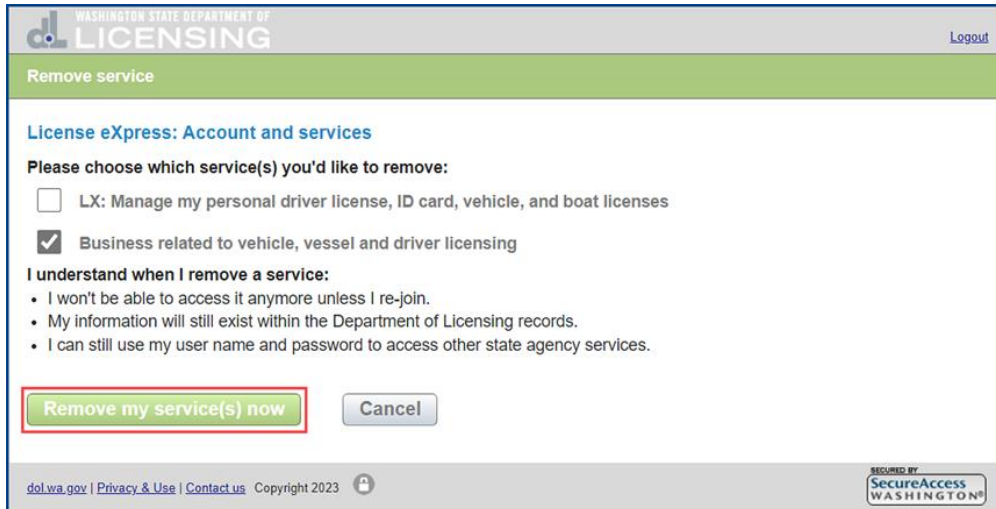
[Join other DOL services](#)

[See what other state services I'm signed up for SecureAccess Washington](#)

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4. Click the applicable checkbox for the service you'd like to remove and click the **Remove my service(s) now** button. The system defaults to checking the Business related to vehicle, vessel and driver licensing checkbox.



WASHINGTON STATE DEPARTMENT OF LICENSING

Logout

Remove service

License eXpress: Account and services

Please choose which service(s) you'd like to remove:

☐ LX: Manage my personal driver license, ID card, vehicle, and boat licenses

☒ Business related to vehicle, vessel and driver licensing

I understand when I remove a service:

- I won't be able to access it anymore unless I re-join.
- My information will still exist within the Department of Licensing records.
- I can still use my user name and password to access other state agency services.

**Remove my service(s) now** Cancel

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## View Messages

All transactions you complete in your LX account are available to view from your homepage.

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **View messages** hyperlink.
3. Click the **Subject** hyperlink to view the message. Click the **Archive** hyperlink, if applicable.
4. Click the **Home** icon to return to your homepage.

## View Submissions

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
5. Click the **View Submissions** hyperlink.
2. Click the **Title** hyperlink to view your submission.
3. Click the **View Submission** hyperlink to return to the View Submissions page.
4. Click the **Home** icon to return to your homepage.

## View Report of Sale History or Reprint receipt

1. Login to License eXpress [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **View Report of Sale History** hyperlink.
3. Click the **Print Confirmation** hyperlink to print your Report of Sale receipt and close the browser window, if applicable.
4. Click the **View Web Request** hyperlink to view your Report of Sale History.
5. Click the **Report of Sale Web Request History** hyperlink to return to the Report of Sale Web Request History page.

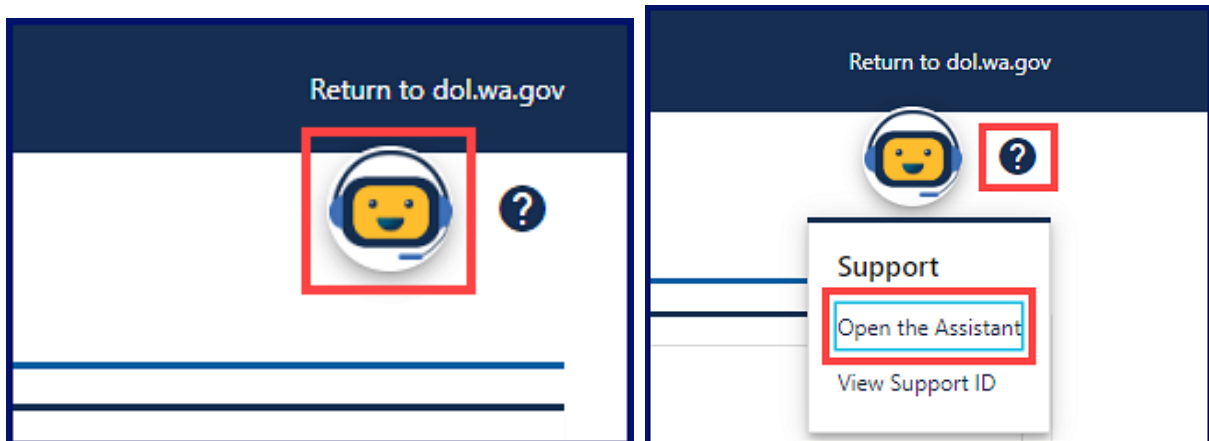
## Technical Support

You can utilize the DOL Virtual Assistant (DVA) if you need additional assistance while processing your online transaction. Alternatively, you can email DOL with your Support ID number and a representative can help you resolve the issue.

### DOL Virtual Assistant

The DOL Virtual Assistant can answer questions related to your online transaction if you are having trouble. The assistant is not a real person and does not have the ability to chat with you in person.

1. Click the **Assistant** icon to open the assistant. Alternatively, click on the **Support Menu** icon and the **Open the Assistant** hyperlink.



2. Type your message or keyword in the message field and press Enter. The DVA will do its best to direct you to information to help you complete your transaction.



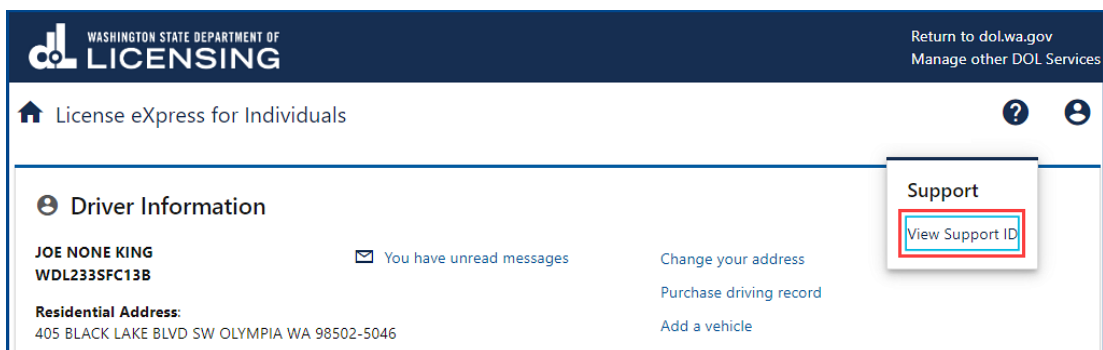
## Support ID

If you are having trouble completing a submission in your personal License eXpress account, email the Department of Licensing so we can help you with this issue at [Onlineserviceshelp@dol.wa.gov](mailto:Onlineserviceshelp@dol.wa.gov). Capture your Support ID number immediately after you come across an issue. If possible, do not log out of your account until we help you resolve the issue. Each time you log out of E-services, the support ID number changes.

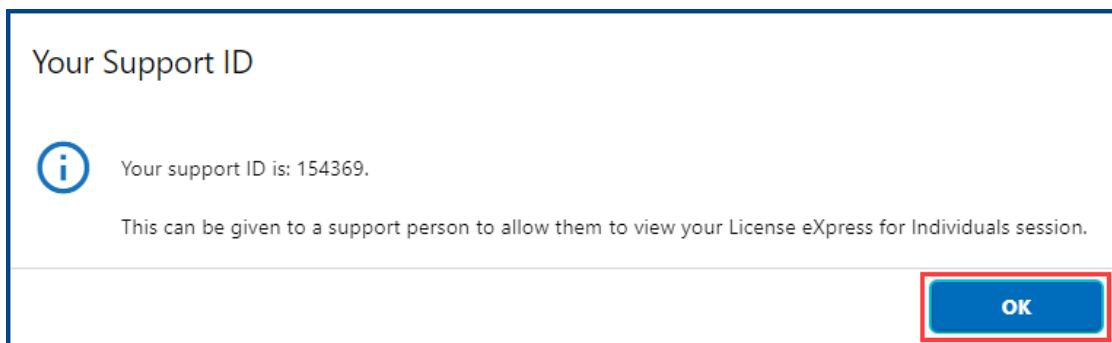
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



2. Click the **View Support ID** hyperlink from the dropdown menu.



3. Click the **Yes** button in the dialog box.
4. Capture the Support ID number displayed. Click the **OK** button to close the dialog box.





5. Provide the Support ID number when you email DOL for assistance.

## No Logon Transactions

DOL provides online transactions that do not require a License eXpress account. This is a quick way to do some limited transactions online.

### Driver License Transactions

This section guides you through the steps to renew or replace your Washington driver license or identification card. Individuals using the no logon option and want an Enhanced Driver License (EDL), or Enhanced Identification Card (EID) must visit a Licensing Services Office (LSO).

#### Renew a Driver License or State ID

The renewal license fees vary based on whether you renew your license or ID for 6 or 8 years and if you have any endorsements.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Renew your license or state ID** button in the Driver licenses and IDs section.



4. Read the What you'll need page, click the **I'm not a robot** Captcha check box, complete the verification pop-up, click **Verify**, and click **Next**.
5. Enter your first name and middle name as it appears on your driver license. Alternatively, click the **No first name?** or **No middle name?** hyperlink(s), click the appropriate checkbox(es), and click **OK**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Replace your driver license/ID card

Introduction

What you'll need

License information

Basic information

### Verify your information

The information you provide must match what we have on record.  
Refer to your WA License/State ID, Social Security Card, or other legal documents.

First name \*

Required

No first name? Required

Middle name \*

Required

No middle name?

Additional name options

You must provide the full legal name listed on legal documents.

- If your legal name does not have a first name or middle name you may remove these requirements using the check boxes below.
- You will be asked to verify this information again when you go to a licensing office.

☐ I do not have a first name ☐ I do not have a middle name

Cancel OK

- Enter your last name.
- Click the calendar icon and select your date of birth.
- Enter your WA license number.
- Enter your Social Security Number and click **Next**. Alternatively, click the **No Social Security Number?** hyperlink, **I don't have a Social Security#** checkbox, and **OK**. You will be required to verify this information again when you go to a licensing services office.

Social Security Number \*

Required

No Social Security Number?

Additional Social Security Number options

Social Security Number is required

- If you do not have a Social Security Number you may remove the requirement selecting a reason below
- You will be asked to verify this information again when you go to a licensing office

☐ I don't have a Social Security #

Cancel OK

Previous Next >

**Note:** You must enter the information in steps 5-8 exactly as it appears on your driver license, or you will not be able to complete your transaction online.

10. Enter and confirm your email, select the Preferred phone type from the dropdown menu, enter your phone number, and click **Next**.
11. Do one of the following on the Physical features screen:
  - a. Select **Yes** from the Is this information correct? dropdown menu and click **Next**.
  - b. Select **No** from the Is this information correct? dropdown menu.

- i. Enter your updated physical appearance information from the dropdown menus.
- ii. Click the **I certify that the above information is true and correct** check box and click the **Next**.

12. Click the **Renew my driver license or id for 6 years instead of 8** checkbox, if applicable, review the card information, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dcl.wa.gov

Renew your driver license/ID card

Introduction

- What you'll need
- License information
- Basic information
- Contact information
- Physical features
- Card information

Review card information

This license information is on your current card.

This license information will go on your new card.

Current Card	New Card
<b>Credential</b> : Driver License	<b>Credential</b> : Driver License
<b>License type</b> : Personal Driver License	<b>License type</b> : Personal Driver License
<b>Expiration</b> : 30-Oct-2024	<b>Expiration</b> : 30-Oct-2032
<b>Endorsements</b> :	<b>Endorsements</b> :
<b>Restrictions</b> :	<b>Restrictions</b> :

☒ Renew my driver license or ID for 6 years instead of 8. [Learn about your renewal options.](#)

< Previous **Next** >

Washington State Department of Licensing

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f t y r

13. Select **Yes** or **No** from the Do you need to change your address? dropdown menu and click **Next**. You are directed to the License Express portal to log in or create an account when selecting Yes.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dcl.wa.gov

Renew your driver license/ID card

Introduction

- What you'll need
- License information
- Basic information
- Contact information
- Physical features
- Card information
- Address

Residential address

Do you need to change your address? \*

Required

Required

Yes

No

< Previous **Next** >

Washington State Department of Licensing

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f t y r

Residential address

Do you need to change your address?

Yes

You must log in or [create an account](#) to change your address.

14. Complete the following steps, as applicable, and click **Next**:

- a. Select **Yes** or **No** from the May we share your email with the Secretary of State to receive jury summons or other jury communication electronically? dropdown menu.
- b. Enter your Email, if applicable.

Renew your driver license/ID card

Introduction

- What you'll need
- License information
- Identity information
- Physical features
- Card information
- Address
  - Residential
- Fees and options
  - Registration options

Registration options

May we share your email with the Secretary of State to receive jury summons or other jury communication electronically?

Yes

Email \*

Required

Would you like to remain registered or register as an organ, eye, and tissue donor? \*

Required

Do you want to register, or sign up to vote or update your voter registration?

Required

Are you a United States citizen? \*

Required

- c. Select **Yes** or **No** from the dropdown menu to answer the Would you like to remain registered or register as an organ, eye, and tissue donor? question. [LifeCenter Northwest](#) stores your information in a confidential database if you select Yes.
- d. Select **Yes** or **No** from the dropdown menu to answer Do you want to register, or sign up to vote or update your voter registration? question. License eXpress defaults to Yes and prevents any changes if renewing an enhanced driver license.

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress for Individuals

< Home

Renew your driver license/ID card

Introduction

- What you'll need
- License information
- Identity information
- Physical features
- Card information
- Address
  - Residential
- Fees and options
  - Registration options

Registration options

May we share your email with the Secretary of State to receive jury summons or other jury communication electronically?

Yes

Email

CUSTOMER@FAKEMAIL.COM

Would you like to remain registered or register as an organ, eye, and tissue donor?

No

Do you want to register, or sign up to vote or update your voter registration?

Yes

Are you a United States citizen? \*

Required

- e. Select **Yes** or **No** from the dropdown menu to answer the Are you a United States citizen? question. You must be a citizen to register to vote.

- f. Click the **Next** button
15. Review the following voter registration statements and click **I certify the facts of this voter registration are true** checkbox, if applicable, and click **Next**:
- I am a citizen of the United States,
  - I will have lived at this address in Washington for at least 30 days immediately before the next election at which I vote,
  - I'm at least sixteen years old and,
  - I am not disqualified from voting due to a court order, and I am not currently serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a Washington felony conviction, and I am not currently incarcerated for a federal or out-of-state felony conviction.
16. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
17. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and do one of the following:



- a. Pay with Bank Account:
- Select **Checking** or **Savings** as the Bank Account Type.
  - Enter the Routing Number.
  - Enter the Account Number.
  - Confirm the Account Number.
  - Select **Yes** or **No** to save this payment channel for future use.
  - Confirm the Amount.

The screenshot shows a web form for ACH payments. On the left, under 'Bank Account Type', 'Checking' is selected. Below are fields for 'Routing Number', 'Account Number', and 'Confirm Account Number', all marked as 'Required'. At the bottom, there are 'No' and 'Yes' buttons to 'Save this payment channel for future use'. On the right, the form shows 'Web ACH payment for driver service transactions.', 'Payment Date' as '16-Jul-2021', 'Amount' as '00.00', and a 'Confirm Amount' field marked as 'Required'.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- vii. Click **Submit** after reading the Confirmation screen.

b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' page from the Washington State Department of Licensing. The page has a header with the department's logo and an 'Exit' link. The main content area is divided into two sections. The left section, titled 'Pay with debit/credit card', contains instructions to review the total amount and click 'Next' to enter credit card information. It also shows a transaction description: 'Transaction: Pay for my driver services transactions'. At the bottom of this section are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box. The right section, titled 'Your Order', displays a table of fees due.

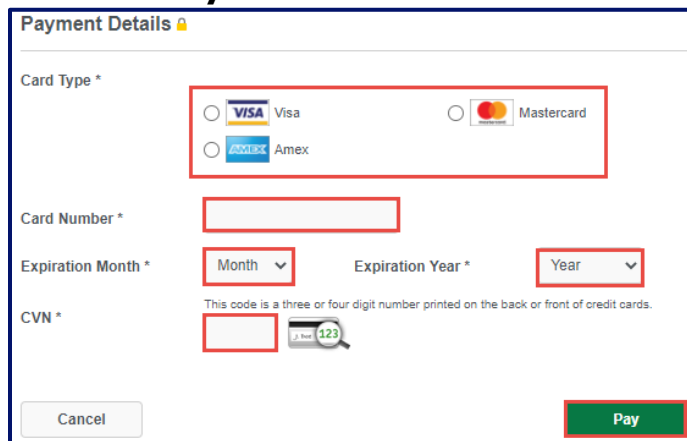
Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

At the bottom of the page, there is a footer with links for Home, Credit Card Security, Privacy, Contact Us, and Copyright © 2022 DOL.

- ii. Enter the First Name (as it appears on your card).  
iii. Enter the Last Name (as it appears on your card).  
iv. Enter the Address 1 (as it appears on your card statement).  
v. Enter the City.  
vi. Select the appropriate option from the Country/Region dropdown menu.  
vii. Select the appropriate option from the State/Province dropdown menu.  
viii. Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form. It has a title 'Billing Information' and a note '\* Required field'. The form contains several input fields, each with a red border: 'First Name \*', 'Last Name \*', 'Address Line 1 \*', 'Address Line 2', 'City \*', 'Country/Region \*' (a dropdown menu showing 'United States of America'), 'State/Province \*' (a dropdown menu showing 'Washington'), and 'Zip/Postal Code \*'.

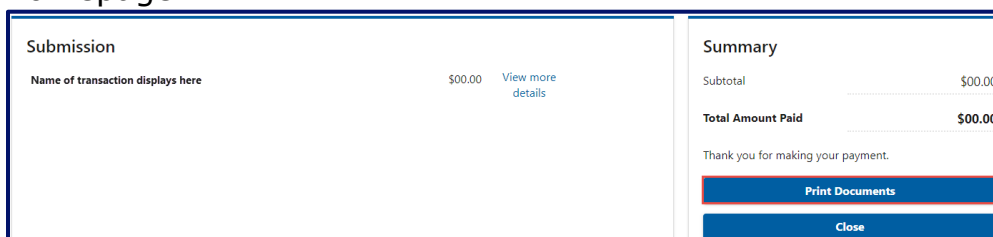
- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.



The image shows a 'Payment Details' dialog box with a yellow warning icon. It contains the following fields and controls:

- Card Type \***: Three radio button options: Visa, Mastercard, and Amex. The Visa option is selected.
- Card Number \***: A text input field.
- Expiration Month \***: A dropdown menu with 'Month' selected.
- Expiration Year \***: A dropdown menu with 'Year' selected.
- CVN \***: A text input field. Below it is a small graphic of a credit card with the number '123' and a magnifying glass icon. A note reads: 'This code is a three or four digit number printed on the back or front of credit cards.'
- Buttons**: 'Cancel' and 'Pay' buttons at the bottom.

- 19. Click the **Next** button.
- 20. Review the information and click **Submit**.
- 21. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct after reading the information in the dialog box.
- 22. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



The image shows a 'Submission' and 'Summary' section. The 'Submission' area on the left has a placeholder 'Name of transaction displays here', a value of '\$00.00', and a link 'View more details'. The 'Summary' area on the right shows:

- Subtotal**: \$00.00
- Total Amount Paid**: \$00.00
- Thank you for making your payment.
- Buttons**: 'Print Documents' and 'Close' buttons.

## Replace a Driver License or State ID

The replacement license fee is \$20. You can order a replacement license online up to 3 times a year. If your license expires within 3 months, you will need to renew it instead.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Replace your license or state ID** button in the Driver licenses and IDs section.



4. Read the What you'll need page, click the **I'm not a robot** Captcha check box, complete the verification pop-up, click **Verify**, and click **Next**.
5. Enter your first name and middle name as it appears on your driver license. Alternatively, click the **No first name?** or **No middle name?** hyperlink(s), click the appropriate checkbox(es), and click **OK**.

6. Enter your last name.
7. Click the **calendar** icon and select your date of birth.
8. Enter your WA license number.
9. Enter your Social Security Number and click **Next**. Alternatively, click the **No Social Security Number?** hyperlink, **I don't have a Social Security#** checkbox, and **OK**. You must verify this information again when you go to a licensing services office.

The screenshot shows a web form for entering a Social Security Number. The form has a field labeled "Social Security Number" with a red asterisk and a "Required" label. Below it is a "No Social Security Number?" link. To the right of the form is a "Next" button with a right arrow. A modal dialog titled "Additional Social Security Number options" is open in the foreground. It contains the text "Social Security Number is required" followed by two bullet points: "If you do not have a Social Security Number you may remove the requirement selecting a reason below" and "You will be asked to verify this information again when you go to a licensing office". Below the text is a checkbox labeled "I don't have a Social Security #". At the bottom of the modal are "Cancel" and "OK" buttons.

**Note:** You must enter the information in steps 5-8 exactly as it appears on your driver license, or you will not be able to complete your transaction online.

10. Enter your email, confirm email, phone number, and click **Next**.
11. Review the information on the Physical features screen and do one of the following:
  - a. Select **Yes** from the **Is this information correct?** dropdown menu and click **Next**.
  - b. Select **No** from the **Is this information correct?** dropdown menu, enter the applicable updated physical appearance information, and click **Next**.
12. Review the card information and click **Next**.

13. Select **Yes** from the Is your ID/Instruction Permit/License in your possession? dropdown menu and click **Next**. Alternatively, Select **No** from the Is your ID/Instruction Permit/License in your possession? dropdown menu, select the appropriate Reason for replacement from the dropdown menu, and click **Next**.
14. Select **Yes** or **No** from the Do you need to change your address? dropdown menu and click **Next**. You must [log in](#) or create a [License eXpress account](#) if you selected Yes.
15. Select **Yes** or **No** from the Do you need to change your mailing address? dropdown menu and click **Next**. You must [log in](#) or create a [License eXpress account](#) if you selected Yes.
16. Complete the following steps, as applicable, and click **Next**:
  - a. Select **Yes** or **No** from the May we share your email with the Secretary of State to receive jury summons or other jury communication electronically? dropdown menu.
  - b. Enter your Email, if applicable.

The screenshot shows a web form titled "Renew your driver license/ID card". On the left is a dark blue sidebar with a list of steps: Introduction, License information, Identity information, Physical features, Card information, Address, Residential, Fees and options, and Registration options (which is highlighted). The main content area is titled "Registration options" and contains several questions with dropdown menus. The first question is "May we share your email with the Secretary of State to receive jury summons or other jury communication electronically?" with a dropdown menu showing "Yes". Below this is an "Email" field with a red asterisk and a red border, with the word "Required" written below it. The next question is "Would you like to remain registered or register as an organ, eye, and tissue donor?" with a dropdown menu showing "Required". Below that is the question "Do you want to register, or sign up to vote or update your voter registration?" with a dropdown menu showing "Required". The final question is "Are you a United States citizen?" with a dropdown menu showing "Required".

- c. Select **Yes** or **No** from the dropdown menu to answer the Would you like to remain registered or register as an organ, eye, and tissue donor? question. [LifeCenter Northwest](#) stores your information in a confidential database if you select Yes.

- d. Select **Yes** or **No** from the dropdown menu to answer Do you want to register, or sign up to vote or update your voter registration? question. License eXpress defaults to Yes and prevents any changes if renewing an enhanced driver license.

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress for Individuals

< Home

Renew your driver license/ID card

**Introduction**

- What you'll need
- License information**
- Identity information
- Physical features
- Card information
- Address**
- Residential
- Fees and options**
- Registration options

**Registration options**

May we share your email with the Secretary of State to receive jury summons or other jury communication electronically?

Yes

Email

CUSTOMER@FAKEMAIL.COM

Would you like to remain registered or register as an organ, eye, and tissue donor?

No

Do you want to register, or sign up to vote or update your voter registration?

Yes

Are you a United States citizen? \*

Required

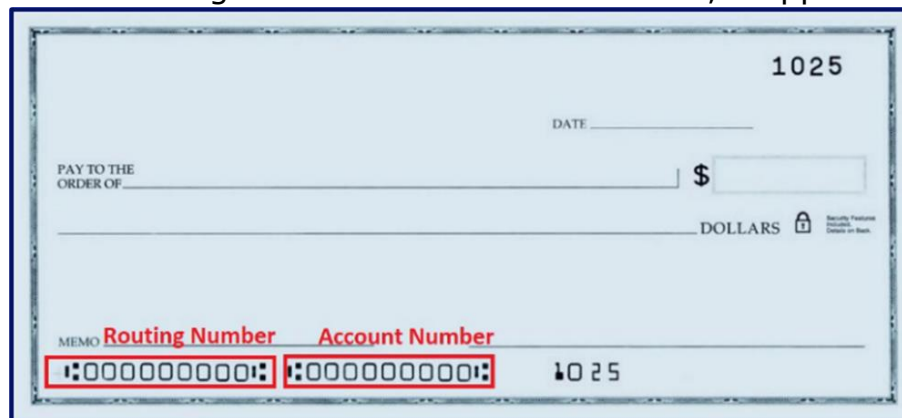
- e. Select **Yes** or **No** from the dropdown menu to answer the Are you a United States citizen? question. You must be a citizen to register to vote.
- f. Click the **Next** button.
16. Review the following voter registration statements and click **I certify the facts of this voter registration are true** checkbox, if applicable, and click **Next**:
- I am a citizen of the United States,
  - I will have lived at this address in Washington for at least 30 days immediately before the next election at which I vote,
  - I'm at least sixteen years old and,
  - I am not disqualified from voting due to a court order, and I am not currently serving a sentence of total confinement under the jurisdiction of the Department of Corrections for a Washington felony conviction, and I am not currently incarcerated for a federal or out-of-state felony conviction.
17. Review the fee details and click **Next**.
18. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
19. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

a. Pay with Bank Account:

- i. Select **Checking** or **Savings** as the Bank Account Type.
- ii. Enter the Routing Number.
- iii. Enter the Account Number.
- iv. Confirm the Account Number.
- v. Select **Yes** or **No** to save this payment channel for future use.
- vi. Confirm the Amount.

The screenshot shows a web form for making a payment. On the left, under 'Bank Account Type', there are radio buttons for 'Checking' and 'Savings'. Below this is a 'Routing Number' field with a 'Required' label and a 'Populate Routing Number' link. This is followed by an 'Account Number' field (Required), a 'Confirm Account Number' field (Required), and a 'Save this payment channel for future use' section with 'No' and 'Yes' buttons. On the right, it says 'Web ACH payment for driver service transactions.' and shows 'Payment Date' as '16-Jul-2021'. The 'Amount' is '00.00', and there is a 'Confirm Amount' field with a 'Required' label.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- vii. Click **Submit** after reading the Confirmation statement.



b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

- ii. Enter the First Name (as it appears on your card).  
iii. Enter the Last Name (as it appears on your card).  
iv. Enter the Address 1 (as it appears on your card statement).  
v. Enter the City.  
vi. Select the appropriate option from the Country/Region dropdown menu.  
vii. Select the appropriate option from the State/Province dropdown menu.  
viii. Enter the Zip/Postal Code.

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

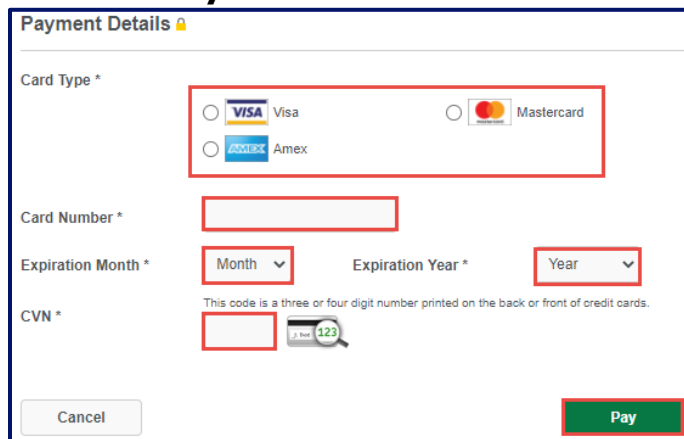
City \*

Country/Region \* United States of America

State/Province \* Washington

Zip/Postal Code \*

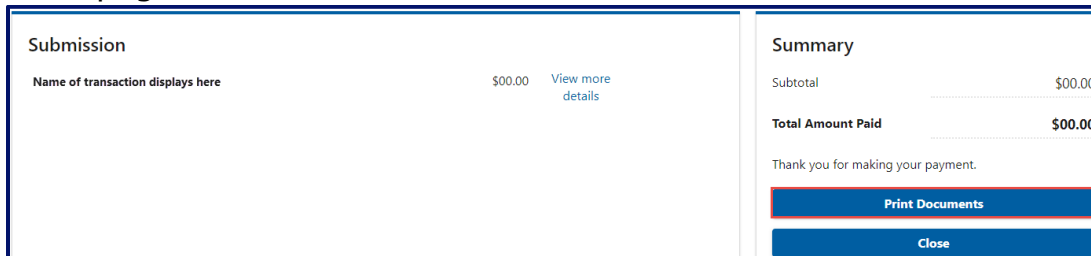
- ix. Select the Card Type and enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.



The image shows a 'Payment Details' dialog box with a yellow warning icon. It contains the following fields and controls:

- Card Type \***: Three radio button options: ☐ VISA Visa, ☐ Mastercard, and ☐ Amex.
- Card Number \***: A text input field.
- Expiration Month \***: A dropdown menu currently showing 'Month'.
- Expiration Year \***: A dropdown menu currently showing 'Year'.
- CVN \***: A text input field. Below it is a small graphic of a credit card with the number '123' and a magnifying glass icon. A note reads: 'This code is a three or four digit number printed on the back or front of credit cards.'
- Buttons**: A 'Cancel' button on the bottom left and a green 'Pay' button on the bottom right.

- 20. Click the **Next** button.
- 21. Review the information and click **Submit**.
- 22. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct after reading the information in the dialog box.
- 25. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



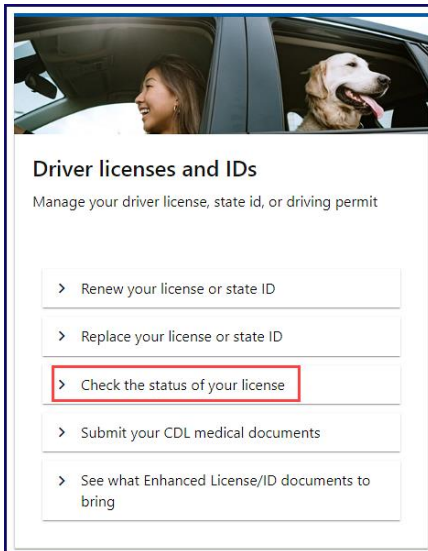
The image shows a two-panel interface. The left panel is titled 'Submission' and contains the text 'Name of transaction displays here' followed by '\$00.00' and a blue link 'View more details'. The right panel is titled 'Summary' and contains:

- Subtotal**: \$00.00
- Total Amount Paid**: \$00.00
- A message: 'Thank you for making your payment.'
- Two blue buttons at the bottom: 'Print Documents' and 'Close'.

## Check License Status

You can check the status of your driving credential for any suspensions, cancellations, revocations, or denials.

1. Access [dol.wa.gov](http://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Check the status of your license** button in the Driver licenses and IDs section.

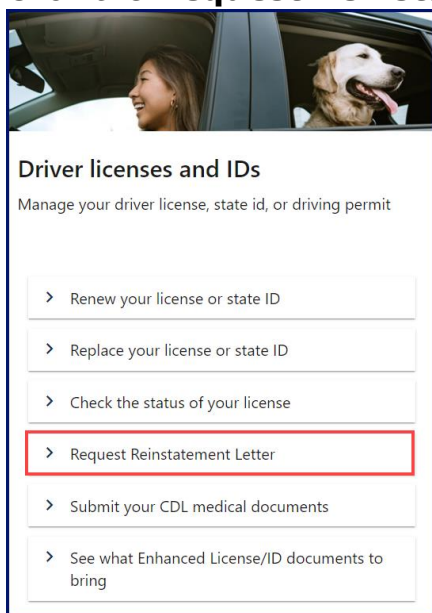


4. Enter a Washington card number, the driver's date of birth, click the **I'm not a robot** Captcha check box, complete the verification pop-up, click Verify, and click **Next**.
5. Click **Print this** Page to print the results of your search, **Back** to change the information entered, if applicable, and **I'm Done** to return to the DOL Online Services menu.

## Request a Reinstatement Letter

You can request a reinstatement letter to determine what you need to do to reinstate your driver license, such as satisfying outstanding requirements or pay reissue fees. DOL mails a copy of the letter to the current mailing address on record. You can only request a letter every 30 days.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Request Reinstatement Letter** button.

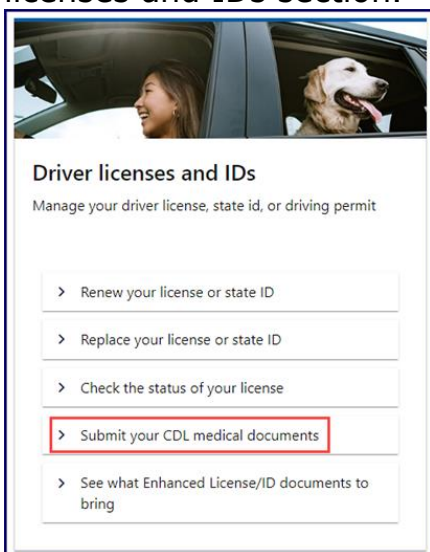


4. Click the **I'm not a robot** checkbox for the reCAPTCHA challenge and click **Next**.
5. Enter the required information in the following fields and click **Next**:
  - a. First name
  - b. Middle name
  - c. Last name
  - d. Date of birth
  - e. WA license number
  - f. Social Security Number
6. Click the **Submit** button.
7. Click the **Print** button to print a copy of your confirmation or click **Continue** to return to the DOL Online Services menu.

## Submit CDL Medical Documents

Customers with a Commercial Driver License (CDL) or a Commercial Learner Permit (CLP) can complete the following process to submit medical documents to DOL. Your medical documents should be unexpired, complete, and signed by a medical provider on the National Registry of Certified Medical Examiners.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online button** in the Online Services section.
3. Click the **Submit your CDL medical documents** button in the Driver licenses and IDs section.



4. Read the What you'll need page, click the **I'm not a robot** Captcha check box, complete the verification pop-up, click Verify, and click **Next**.

5. Enter your first name and middle name as it appears on your driver license. Alternatively, click the **No first name?** or **No middle name?** hyperlink(s), click the appropriate checkbox(es), and click **OK**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Submit CDL Medical Documents

**Customer Info**

What you'll need

Basic information

**Verify your information**

The information you provide must match what we have on record.  
Make sure the information is correct by referring to your WA Drivers License/State

First name \*  
Required  
No first name? Required

Middle name \*  
Required  
No middle name?

Last name \*  
Required

**Additional name options**

You must provide the full legal name listed on legal documents.

- If your legal name does not have a first name or middle name you may remove these requirements using the check boxes below.
- You will be asked to verify this information again when you go to a licensing office.

☐ I do not have a first name ☐ I do not have a middle name

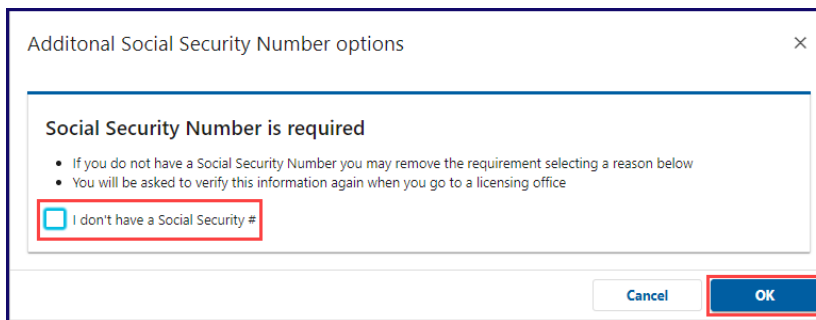
Cancel OK

6. Enter your last name.
7. Click the calendar icon and select your date of birth.
8. Enter your WA license number.

9. Enter your Social Security Number and click **Next**. Alternatively, click the **No Social Security Number?** hyperlink, **I don't have a Social Security#** checkbox, and **OK**. You will be required to verify this information again when you go to a licensing services office.



A screenshot of a web form titled "Social Security Number" with an asterisk. It contains two input fields: "Required" and "No Social Security Number?". At the bottom right, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red border.



A screenshot of a dialog box titled "Additional Social Security Number options" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Social Security Number is required" with two bullet points: "If you do not have a Social Security Number you may remove the requirement selecting a reason below" and "You will be asked to verify this information again when you go to a licensing office". Below the bullet points is a checkbox labeled "I don't have a Social Security #", which is highlighted with a red border. At the bottom right of the dialog are "Cancel" and "OK" buttons, with the "OK" button highlighted with a red border.

**Note:** You must enter the information in steps 5-8 exactly as it appears on your driver license, or you will not be able to complete your transaction online.

10. Enter your email, confirm email, phone number, and click **Next**.

11. Select **No** or **Yes** from the Do you want to change your self-certification? dropdown menu and do one of the following:

a. If you selected **No**:

- i. Click the applicable radio button to select which form you would like to submit.
- ii. Click the **Next** button.

The screenshot shows the 'Submit CDL Medical Documents' page. On the left, a sidebar contains 'Customer Info', 'What you'll need', 'Basic information', 'How to reach you', 'Medical Info', and 'Self certification'. The main content area is titled 'Select self certification type'. Under 'Current details', it states 'You are self certified as: **Non Excepted Interstate**' and 'You **have** an active Medical Certificate on file.' Below this, a dropdown menu for 'Do you want to change your self-certification?' is set to 'No'. Under 'I would like to submit', there are three radio buttons: 'Medical certificate or Medical report' (which is selected and highlighted with a red box), 'Application to add a waiver', and 'Application to remove a waiver'. To the right, a box titled 'Medical Document Requirements\*' lists: 'Submit/maintain current medical document(s) with DOL', 'Downgraded if valid medical documents not on file', and 'Carry medical documents when operating a CMV'. Below this, a box titled '\*Requirements:' lists: 'Submit/maintain current medical document(s) with DOL', 'Downgraded if valid medical documents not on file', 'No longer carry medical documents when operating a CMV in WA', and 'Encouraged to carry medical documents when operating a CMV outside of WA'. At the bottom right, there are 'Previous' and 'Next' buttons, with 'Next' highlighted by a red box. The footer includes 'Washington State Department of Licensing', a navigation bar with 'Home | Privacy | Contact Us | Survey | Copyright © 2022 DOL', and social media icons.

b. If you selected **Yes**:

- i. Click the applicable radio button to select your new self-certification type
- ii. Click the Medical Certificate or Medical report radio button.
- iii. Click the **Next** button.

The screenshot shows the 'Submit CDL Medical Documents' page. The sidebar is identical to the previous screenshot. In the main content area, under 'Current details', it states 'You are self certified as: **Non Excepted Interstate**' and 'You **have** an active Medical Certificate on file.' The dropdown menu for 'Do you want to change your self-certification?' is now set to 'Yes'. Under 'New self certification type', there is a 'Help me choose' section with three radio buttons: 'Excepted interstate' (highlighted with a red box), 'Non-excepted intrastate', and 'Excepted intrastate'. Below this, under 'I would like to submit', there are three radio buttons: 'Medical certificate or Medical report' (highlighted with a red box), 'Application to add a waiver', and 'Application to remove a waiver'. The 'Medical Document Requirements\*' and '\*Requirements:' boxes are identical to the previous screenshot. At the bottom right, the 'Next' button is highlighted with a red box. The footer is identical to the previous screenshot.



12. Select the applicable radio button in the **Per FMCSA regulations** section.
13. Click all the applicable **And if applicable, only when** checkboxes.
14. Enter the Medical Examiner's Certificate expiration date and click **Next**.

The screenshot shows the 'Submit CDL Medical Documents' form. The left sidebar has 'Medical certificate' selected under 'Medical Info'. The main section is titled 'Certificate information'. It includes a 'I certify that I have examined:' section with fields for 'Last name' (MONIE) and 'First name' (OWYN). Below this is the 'Per FMCSA regulations (select one):' section with two radio buttons: 'Meets minimum federal standards' (selected) and 'Does not meet minimum federal standards, may meet state standards'. To the right of these are links for 'Federal description'. Below is the 'And if applicable, only when (check all that apply):' section with six checkboxes: 'Wearing corrective lenses', 'Wearing hearing aid', 'Accompanied by waiver exemption', 'Accompanied by a SPE Certificate', 'Driving with Exempt Intra-city Zone', and 'Qualified by Op of 49 CFR 391.64'. At the bottom is the 'Medical Examiner's Certificate expiration date' field, which is marked as 'Required' and has a calendar icon. The 'Next' button is highlighted with a red box.

15. Enter the provider information in the applicable fields.
16. Click the applicable radio button to select the provider's specialty.
17. Enter the License/certification number, select the applicable option from the **Issuing state** dropdown menu, enter the National registry number, and click **Next**.

The screenshot shows the 'Submit CDL Medical Documents' form, Step 2: Medical provider. The left sidebar has 'Medical provider' selected under 'Medical Info'. The main section is titled 'Examiner Info' and asks for 'Please provide the following information about your medical provider'. It includes fields for 'First name', 'Middle name', and 'Last name', all marked as 'Required'. Below these are 'Phone number' and 'Date certificate signed', both marked as 'Required'. A section titled 'A specialty must be selected' contains six radio buttons: 'MD', 'Physician Assistant', 'Advanced Practice Nurse', 'DO', 'Chiropractor', and 'Other'. At the bottom are fields for 'License/certification number', 'Issuing state' (a dropdown menu), and 'National registry number', all marked as 'Required'. The 'Next' button is highlighted with a red box.

18. Click the **Upload** hyperlink to upload your document, enter a Description in the pop-up window, click the **Choose File** button, and **OK** after selecting the file.

The screenshot shows the 'Submit CDL Medical Documents' page on the Washington State Department of Licensing website. The page has a dark blue header with the logo and 'Return to dol.wa.gov' link. A sidebar on the left contains navigation links under 'Customer Info' and 'Medical Info'. The main content area is titled 'Add attachments' and shows a table of required attachments. One attachment is listed: 'Medical Examiner's Certificate (MCSA-5876)' with a 'View Example' link and an 'Upload' button. A pop-up window titled 'Select a file to attach' is open over the 'Upload' button. The pop-up has fields for 'Type' (set to 'Certificate'), 'Description' (with a red box around the word 'Required'), and 'File' (with a 'Choose File' button and 'No file chosen' text). 'Cancel' and 'OK' buttons are at the bottom of the pop-up.

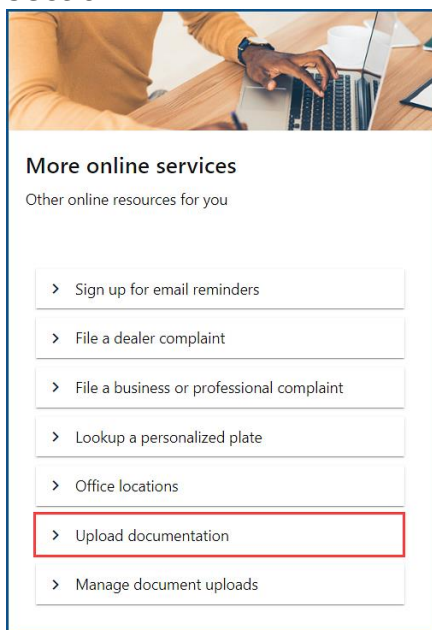
Attachment Type	(opens new tab)
Medical Examiner's Certificate (MCSA-5876)	<a href="#">View Example</a> <b>Upload</b>

19. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
20. Click **Print** to print your transaction confirmation or **Continue** to return to the DOL Online Services menu.

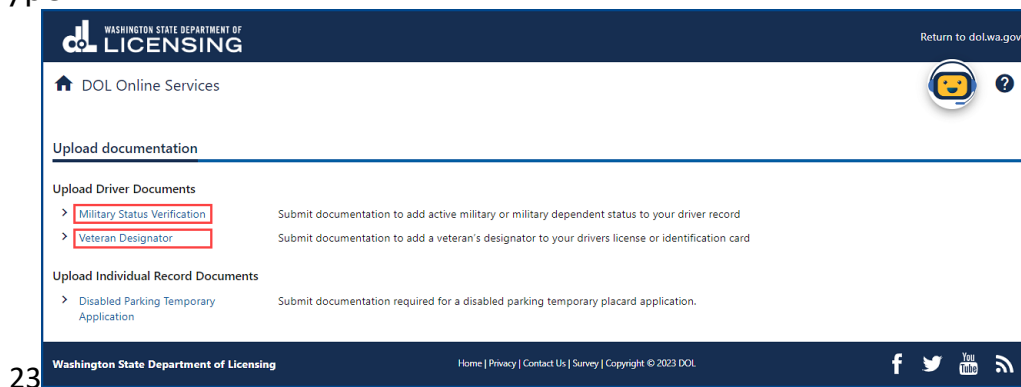
## Submit Military or Veteran Verification Documentation

You can submit verification documents online to add a military or veteran designation to your driver license or state identification card. DOL reviews your submission, and sends an email once approved or a denial letter with next steps.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Upload documentation** button in the More online services section.



4. Click the **Military Status Verification** hyperlink or **Veteran Designator** hyperlink.



5. Read the What You'll Need information section, complete the I'm not a robot Captcha checkbox, complete the verification pop-up, click the **Verify** button, and click **Next**.

6. Complete one of the following steps:
  - a. Enter your First name and Middle name as it appears on your driver license.
  - b. Click the **No first name?** or **No middle name?** hyperlinks, click the appropriate checkboxes, and click **OK**.

The screenshot shows the 'Verify your information' page on the Washington State Department of Licensing website. The page has a dark blue header with the 'WASHINGTON STATE DEPARTMENT OF LICENSING' logo. Below the header is a navigation bar with 'DOL Online Services' and a breadcrumb trail '< Upload documentation'. The main content area is titled 'Verify your information' and includes a sub-header 'The information you provide must match what we have on record.' and a note 'Refer to your WA License/State ID, Social Security Card, or other legal documents.' The form has two sections: 'First name' and 'Middle name', each with a 'Required' text box and a 'No first name?' or 'No middle name?' hyperlink. To the right of the form is a dialog box titled 'Additional name options' with a close button (X). The dialog box contains the text 'You must provide the full legal name listed on legal documents.' and two bullet points: 'If your legal name does not have a first name or middle name you may remove these requirements using the checkboxes below.' and 'You will be asked to verify this information again when you go to a licensing office.' Below the bullet points are two checkboxes: 'I do not have a first name' and 'I do not have a middle name'. At the bottom of the dialog box are 'Cancel' and 'OK' buttons.

7. Enter your Last name.
8. Click the **Calendar** icon and select your date of birth.
9. Enter your WA license number (LIC#).
10. Complete one of the following steps:
  - a. Enter your Social Security Number and click **Next**.
  - b. Click the **No Social Security Number?** hyperlink, **I don't have a Social Security#** checkbox, click **OK**, and click **Next**. You will be required to verify this information again when you go to the Driver Licensing Office (DLO).

**Note:** Steps 6-10 must be entered exactly as it appears on your driver license to complete your transaction online.

11. Complete the following steps and click **Next**:
  - a. Enter your email and Confirm email.
  - b. Select the applicable option from the Preferred phone type dropdown menu.
  - c. Enter your phone number.

The screenshot shows the 'Upload Documentation' page on the Washington State Department of Licensing website. The sidebar on the left has 'Contact Information' selected. The main form area contains the following fields:

- Email: Required (text input)
- Confirm email: Required (text input)
- Preferred phone type: Cell Phone (dropdown menu)
- Phone number: Required (text input)

At the bottom right of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box.

12. Click the **Upload** button.
13. Complete the following steps and click **OK**:
  - a. Select appropriate option from the Type dropdown menu and enter a Description.
  - b. Click the **Choose File** button and select the applicable document from your files. Repeat steps 12 and 13 for each required document.

The screenshot shows a 'Select a file to attach' dialog box. It contains the following fields and buttons:

- Type: Required (dropdown menu)
- Description: Required (text input)
- File: No file chosen (text input)
- Buttons: 'Choose File' (highlighted with a red box), 'Cancel', and 'OK' (highlighted with a red box)

14. Click the **Remove** hyperlink for documents uploaded in error, if applicable, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

DOL Online Services

< Upload documentation

Upload Documentation

Introduction  
Introduction  
Search  
Basic information  
Contact information  
Upload  
Upload Docs

Add attachments

Upload

Requirements

Requirement Type	Number of Documents Required	Number of Documents Provided
✓ Veteran Verification	1	1

Attachments

Type	Name	Description	Size
DD Form 214	DD-214.jpg	DD214	118 Remove

< Previous Next >

Washington State Department of Licensing

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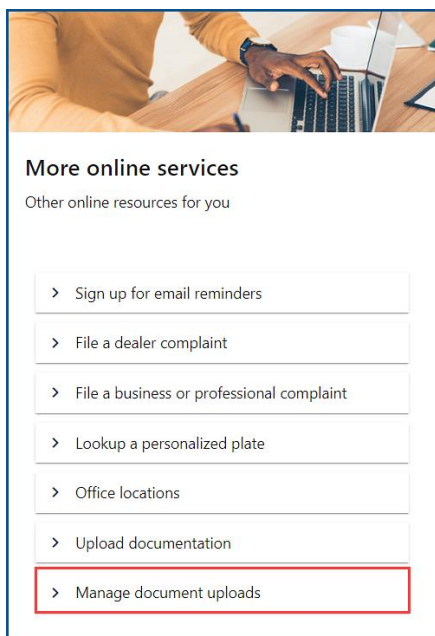
f t YouTube

15. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
16. Click the **Print** button to print your transaction confirmation or the **Continue** button to return to the DOL Online Services menu.

## Manage Document Uploads

You can check on the status of the documents you have uploaded to have a military or veteran designator added to your record.


1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Upload documentation** button in the More online services section.




4. Select **Military Verification** or **Veteran Verification** from the What Document Upload Submission Type Would You Like To Search For? dropdown menu and click **Submit**.





5. Complete the following steps and click **Submit**:
  - a. Enter your First Name. Alternatively, click the **No First Name?** hyperlink, the **I do not have a first name** checkbox, and the **OK** button.
  - b. Enter your Middle Name. Alternatively, click the **No Middle Name?** hyperlink, the **I do not have a middle name** checkbox, and the **OK** button.
  - c. Enter your Last Name.
  - d. Enter your Date of Birth (DOB).
  - e. Enter your WA License Number (LIC#).
  - f. Enter your Social Security Number. Alternatively, click the **No Social Security Number?** hyperlink, the **I don't have a Social Security #** checkbox, and the **OK** button.
6. Click the applicable hyperlink in the Status column. A pop-up window displays a description of the status. Click the **Close** button to close the pop-up window.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](https://dol.wa.gov)

 DOL Online Services







View document submissions

Below you can view the submission time and status of uploaded documents.

Upload Type	Submission Time	Status	Status Date
Military Verification	07-Nov-2023 10:01 AM	<a href="#">Pending Review</a>	07-Nov-2023 10:01 AM

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Upload Stage Description

×

**Pending Review**

The document(s) have been successfully submitted for review. A confirmation email has been sent for this submission. An update email will be sent once the document(s) have been reviewed.

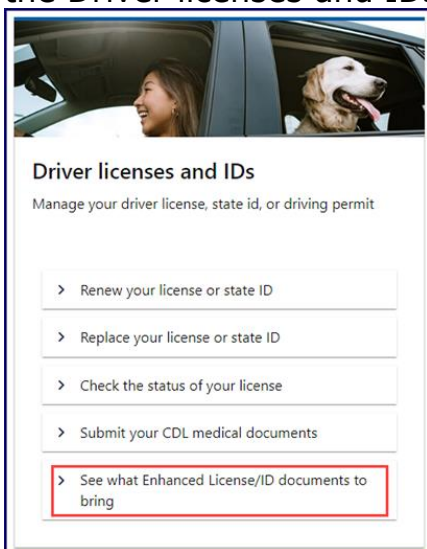
[Close](#)



## Enhanced License/ID Documents to Bring to Your Appointment

This section outlines how to build a checklist of the documents needed to get an EDL or EID before heading to a Licensing Services Office (LSO).

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **See what Enhanced License/ID documents to bring** button in the Driver licenses and IDs section.



4. Click **Next** after reviewing the Welcome to the Washington Enhanced License/ID Documents Guides screen.
5. Click the **Yes** or **No** radio button to answer the question Are you 18 years or older? on the Age Verification screen and click **Next**.

- Click the applicable radio button to select **one** document on the Proof of Citizenship screen and click **Next**.

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Return to [dol.wa.gov](https://dol.wa.gov)

Determine my Enhanced License/ID documents

Welcome Age Verification **Proof of U.S. Citizenship**

**Proof of U.S. Citizenship**

You must be a citizen of the United States to apply for a Washington Enhanced driver license (EDL) or Enhanced ID card (EID). You will need to bring documentation of your U.S. citizenship with you.

If possible, pick a document that has your current full legal name. If the document you bring does not have your current legal name, you will need to bring official documents that show any name changes. All documents must be original and cannot be a photocopy.

Select **ONE** document: \*

- ☒ Valid U.S. passport or passport card
- ☐ Certified U.S. birth certificate issued by city, county, or state
- ☐ U.S. Certificate of Citizenship
- ☐ U.S. Certificate of Naturalization
- ☐ Consular Report of Birth Abroad issued by the U.S. Department of State

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- Click the **Yes** or **No** radio bubble to answer the question on the Proof of Legal Name screen and then click **Next**.
- Click the checkboxes for **all** documents that show proof of your name change, if applicable, and click **Next**. This screen only appears if you select No on step 7.

**Proof of Legal Name**

Your Enhanced License/ID must be issued with the full legal name as it appears on the citizenship document unless you show proof of your name change(s).

Is your **current full legal name** the same as the name listed on the citizenship document you selected in the **Proof of U.S. Citizenship** section?

- ☐ Yes
- ☒ No

If your name has changed multiple times, bring a proof of name change document for each time your name has changed.

Select **ALL** documents that apply: \*

- ☒ Court order (filed and certified) showing name change
- ☒ Divorce decree (filed and certified by the court) showing the new name or authorizing a name change
- ☒ Marriage certificate (filed and certified - church or wedding chapel forms aren't acceptable)

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9. Click the applicable radio button to select **one** document on the Proof of Identity screen and click **Next**.
10. Click the applicable radio button to select **one** document on the Proof of Social Security number (SSN) screen and click **Next**. The document you select will not appear on your driver license.
11. Click the applicable checkboxes to select **two** documents on the Proof of Address screen and click **Next**. Scroll down the page to see all the document choices.
12. Enter your email in the Email Address and Confirm Email Address fields if you would like a copy of your document list sent to your email and click **Next**. Alternatively, you can opt out by clicking Next without filling in the fields.
13. Review the Summary and click **Submit** to proceed or **Previous** to make changes.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Home

Determine my Enhanced License/ID documents

Proof of Name Proof of Identity Proof of SSN Proof of Address Email Summary

**Washington Enhanced License/ID Document Checklist**

Below is your personal checklist for Enhanced license/ID documents you will need to bring with you to the DOL office. This list was made based on the answers you gave.

Finishing this Documents Guide **does not guarantee** that DOL can issue you an Enhanced license/ID. You may still need to take tests or meet other eligibility requirements first.

All documents must be unaltered certified originals, certified amended originals, or true copies certified by the issuing agency. Items marked with an asterisk (\*) may be original or internet printouts.

**Proof of U.S. Citizenship**

Document you picked:  
Valid U.S. passport or passport card

**Proof of Identity**

Document you picked:  
Current, valid Washington driver license or ID card (If expired may be able to renew at time of enhanced appointment)

**Proof of Social Security Number (SSN)**

Document you picked:  
Social Security card

**Proof of Address (2 Documents)**

Document you picked (1):  
Cell phone bill or statement \*

Document you picked (2):  
Washington vehicle registration or title (a quick title isn't acceptable)

Cancel Previous **Submit**

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14. Click **Print** to print a copy of your submission or click **Continue** to return to the DOL Online Services menu.

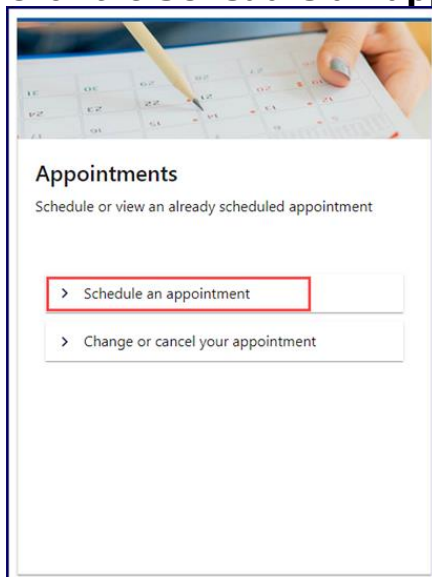
## Appointments

This section explains how to schedule, cancel, or reschedule your driver licensing office appointment.

### Schedule an Appointment

Use the following process to schedule an appointment at a driver Licensing Services Office.

1. Access to [dol.wa.gov](http://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Schedule an appointment** button in the Appointments section.



4. Read the appointment scheduler Instructions screen, click the **I'm not a robot** Captcha check box, complete the verification pop-up, click **Verify**, and click **Next**.

- Click the applicable button to select the appointment type you would like to schedule and click **Next**. The first two options are for transactions at Licensing Service Offices (LSOs) and the third option is for Prorate and Fuel Tax (PRFT) offices.

The screenshot shows the 'Select Category' step in a multi-step process. The progress bar at the top indicates the following steps: Instructions, Select Category (current), Select Service, Select Location, Select Appointment Time, and Book Appointment. The main content area is titled 'What type of appointment would you like to schedule?' and contains three options, each with a green header and a description:

- Driver license, ID card, or driving permit**  
Get a new license/ID, transfer an out-of-state license, or renew/replace your current document
- Knowledge test or skills exam**  
Take a knowledge test or skills exam to meet driver licensing requirements
- Prorate or fuel tax transaction**  
Conduct a Prorate (IRP), IFTA, or fuel tax transaction

At the bottom, there is a 'Cancel' button on the left and 'Previous' and 'Next' buttons on the right. The 'Next' button is highlighted with a red border. The footer includes the Washington State Department of Licensing logo, a link to 'Return to dol.wa.gov', and social media icons for Facebook, Twitter, YouTube, and RSS.

- Click the applicable button on the Select Service screen and click **Next**. The options change based on your appointment type selection.

## Driver Licensing Offices (DLOs)

### Driver license, ID card, or driving permit

The screenshot shows the 'Select Service' step in a multi-step process. The progress bar at the top indicates the following steps: Instructions, Select Category, Select Service (current), Select Location, Select Appointment Time, and Book Appointment. The main content area is titled 'What service would you like to schedule?' and contains five options, each with a green header and a description:

- Get a non-commercial license, instruction permit, or ID card**  
New license, permit, ID, or restricted license without any additional in-office testing
- Get an commercial driver license or commercial permit**  
New CDL or CLP without any additional in-office testing
- Get an enhanced license or ID**  
New federally compliant REAL ID document
- Reinstate my driving privileges**  
Reinstate from your suspension without any additional in-office testing (if you are required to retest, schedule an appointment for taking a knowledge exam instead)
- Renew or replace my license or ID card**  
Renew your license or ID, replace a lost or damaged document, or update information on your current document

At the bottom, there is a 'Cancel' button on the left and 'Previous' and 'Next' buttons on the right. The 'Next' button is highlighted with a red border. The footer includes the Washington State Department of Licensing logo, a link to 'Return to dol.wa.gov', and social media icons for Facebook, Twitter, YouTube, and RSS.

## Knowledge test or skills exam

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Instructions Select Category **Select Service** Select Location Select Appointment Time Book Appointment

What service would you like to schedule?

- Commercial driver knowledge test**  
Test required for a new CDL/CLP, or upgrading your current CDL
- Non-commercial driver knowledge test**  
Test required for a new personal driver license, or to reinstate your driving privileges (if a retest was required)
- Non-commercial driver skills test**  
A valid knowledge test is required to schedule a skills test.
- Non-commercial instructor test**  
Tests required to certify as a driver training instructor

Cancel < Previous **Next** >

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## Prorate and Fuel Tax (PRFT) Offices

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Instructions Select Category **Select Service** Select Location Select Appointment Time Book Appointment

What service would you like to schedule?

- A) IFTA/IRP Application**
- B) IRP Transactions (Renewal, Adds, Increase, Replacements)**
- C) IFTA Transaction (Return, License, Decals)**
- D) IFTA/IRP pay and pickup**
- E) Reinstatement my IFTA/IRP license**
- F) Service Agents: Conduct multiple IFTA/IRP transactions**
- G) Conduct a Dyed Diesel Transaction**
- H) Pick-up or drop-off audit records**
- I) Make a collection payment**

Cancel < Previous **Next** >

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7. Enter your Washington driver license number (DLN), if applicable, and click **Next**. Alternatively, click the **I'm not able to provide my DLN** checkbox and click **Next**.
8. Click the applicable location button to select an office.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Progress bar: 1. Select Category (checked), 2. Select Service (checked), 3. Select Location (highlighted), 4. Select Appointment Time, 5. Book Appointment

Choose a location for your appointment

Search Locations

Enter city, state or ZIP

Showing locations within 50 mi of Washington. Use my current location

Select a location below

- Lacey** 2.66 mi  
719 SLEATER KINNEY RD SE STE 108  
LACEY WA 98503-1138  
Next Available: Thursday, October 27 at 4:30 PM
- Shelton** 16.79 mi  
2511 N OLYMPIC HWY STE 100  
SHELTON WA 98584-2944  
Next Available: Thursday, October 27 at 4:30 PM
- Lakewood** 19.65 mi  
6010 MAIN ST SW STE 102  
LAKEWOOD WA 98499-5027  
Next Available: Thursday, October 27 at 4:30 PM
- Centralia** 23.33 mi  
1000 KRESKY AVE  
CENTRALIA WA 98531-3700  
Next Available: Friday, October 28 at 9:15 AM

Map Satellite

Cancel Previous **Next**

9. Click a date on the calendar to select a day, click on the applicable time, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Progress bar: 1. Select Category (checked), 2. Select Service (checked), 3. Select Location (checked), 4. Select Appointment Time (highlighted), 5. Book Appointment

Choose your appointment day and time

Select a Date

October 2022

SU	MO	TU	WE	TH	FR	SA
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

Select a Time on Saturday, October 29, 2022

8:30 AM	8:45 AM	9:00 AM	9:15 AM	9:30 AM	9:45 AM	10:00 AM	10:15 AM	10:30 AM
10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM	12:00 PM	12:15 PM	12:30 PM	12:45 PM
1:00 PM	1:15 PM	1:30 PM	1:45 PM	2:00 PM	2:15 PM			

Cancel Previous **Next**

Washington State Department of Licensing

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f t y r

10. Enter a Name, select the appropriate option from the Phone country dropdown menu and enter the Phone number, if applicable.
11. Enter an Email, Notes, if applicable, and click **Submit**.

The screenshot shows the 'Book Appointment' step of the Washington State Department of Licensing online form. The progress bar at the top indicates the following steps: Instructions, Select Category, Select Service, Select Location, Select Appointment Time, and Book Appointment (current step). The form is divided into three main sections: Details, Contact, and Notes. The Details section on the left lists the service as 'Get a non-commercial license, permit, or ID card', the date and time as 'Saturday, October 29, 2022 9:30 AM (15 Minutes)', and the location as 'Lacey, 719 SLEATER KINNEY RD SE STE 108, LACEY WA 98503-1138'. The Contact section in the middle has red boxes highlighting the 'Name' field (marked 'Required'), the 'Phone Country' dropdown (set to 'USA'), and the 'Email' field (marked 'Required'). The Notes section on the right contains a link to the civil rights and accessibility page. At the bottom, there are 'Cancel', 'Previous', and 'Submit' buttons. The footer includes the Washington State Department of Licensing logo, navigation links, and social media icons.

12. Write your Confirmation Code in a safe place when the Confirmation screen displays. You will need this code to cancel, reschedule, or look up your appointment.

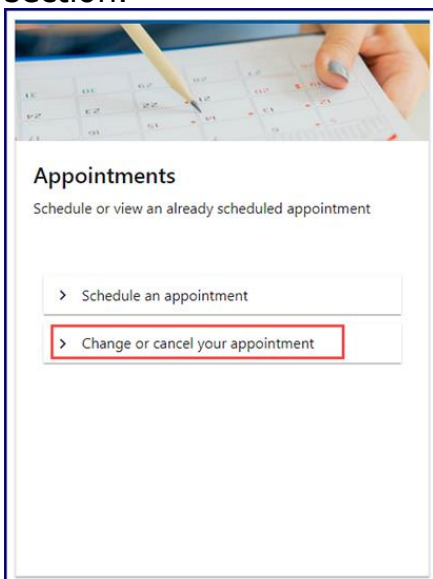
The screenshot shows the 'Confirmation' screen of the Washington State Department of Licensing. The progress bar at the top shows the steps: Instructions, Select Category, Select Service, Select Location, Select Appointment Time, and Confirmation (current step). The form is divided into three main sections: Appointment, Details, and Contact. The Appointment section on the left features a red box around the 'Confirmation Code' 'YSZKV8' and a 'Booked' status. The Details section in the middle shows the service as 'Get a non-commercial license, instruction permit, or ID card', the date and time as 'Saturday, October 29, 2022 9:30 AM (15 Minutes)', and the location as 'Lacey, 719 SLEATER KINNEY RD SE STE 108, LACEY WA 98503-1138'. The Contact section on the right shows the user as 'Owyn Monie' with email 'c\*\*\*\*\*@f\*\*\*\*\*.com'. At the bottom, there are 'Cancel Appointment' and 'Reschedule' buttons. The footer includes the Washington State Department of Licensing logo, navigation links, and social media icons.



## Change or Cancel Your Appointment

This section outlines the steps to change or cancel your appointment when necessary.

1. Access to [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Change or cancel your appointment** button in the Appointments section.

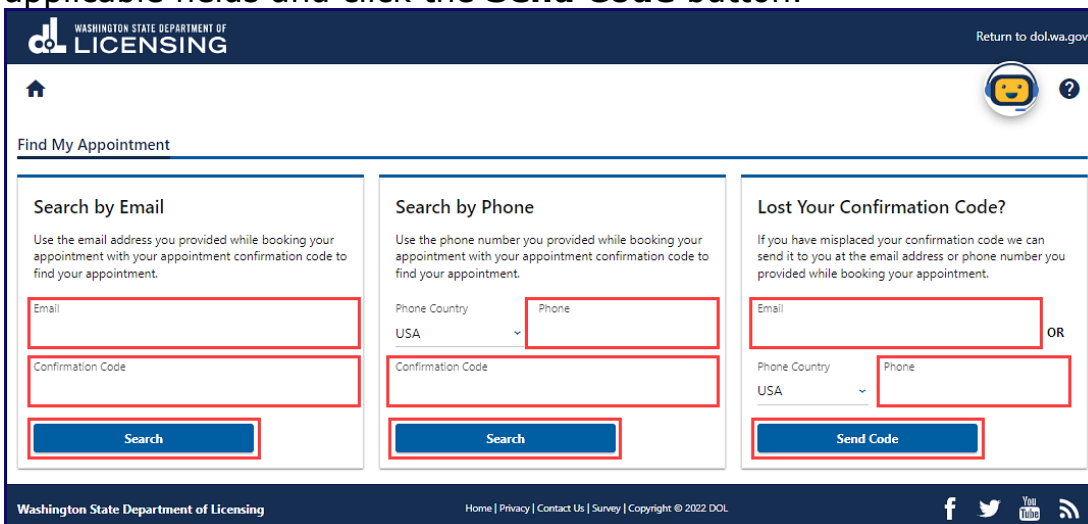


**Appointments**  
Schedule or view an already scheduled appointment

> Schedule an appointment

> Change or cancel your appointment

4. Enter your Email, Confirmation Code, and click **Search**. Alternatively, enter your phone number, Confirmation Code, and click **Search**. If you have lost your code DOL will send you an email or text message after you fill out the applicable fields and click the **Send Code** button.



**WASHINGTON STATE DEPARTMENT OF LICENSING** [Return to dol.wa.gov](#)

**Find My Appointment**

**Search by Email**  
Use the email address you provided while booking your appointment with your appointment confirmation code to find your appointment.

Email

Confirmation Code

**Search**

**Search by Phone**  
Use the phone number you provided while booking your appointment with your appointment confirmation code to find your appointment.

Phone Country  Phone

USA

Confirmation Code

**Search**

**Lost Your Confirmation Code?**  
If you have misplaced your confirmation code we can send it to you at the email address or phone number you provided while booking your appointment.

Email  OR

Phone Country  Phone

USA

**Send Code**

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5. Click **Cancel Appointment** or **Reschedule** and do the following:

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

< Appointments

**Appointment**

Confirmation Code  
**YSZKV8**

You'll need this confirmation code and your email address to update your appointment in the future.

Booked  
Your appointment has been booked. Please confirm your appointment to let us know you will make it.

Confirm Appointment

Cancel Appointment

**Details**

Get a non-commercial license, instruction permit, or ID card  
New license, permit, ID, or restricted license without any additional in-office testing

Saturday, October 29, 2022  
9:30 AM (15 Minutes)

Lacey  
719 SLEATER KINNEY RD SE STE 108  
LACEY WA 98503-1138

Reschedule

**Contact**

Owyn Monie  
Email: c\*\*\*\*\*@f\*\*\*\*\*.com  
Update Information

Washington State Department of Licensing

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## Cancel

- a. Click the **Yes, Cancel My Appointment** button.

Confirm Cancel Appointment

Are you sure you want to cancel this appointment?

Cancel

Yes, Cancel My Appointment

- b. Write your Confirmation Code down once the confirmation screen displays.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

< Appointments

**Appointment**

Confirmation Code  
**YSZKV8**

You'll need this confirmation code and your email address to update your appointment in the future.

Cancelled  
Your appointment has been cancelled, if you still need to come in, please book another appointment.

**Details**

Get a non-commercial license, instruction permit, or ID card  
New license, permit, ID, or restricted license without any additional in-office testing

Saturday, October 29, 2022  
9:30 AM (15 Minutes)

Lacey  
719 SLEATER KINNEY RD SE STE 108  
LACEY WA 98503-1138

Reschedule

**Contact**

Owyn Monie  
Email: c\*\*\*\*\*@f\*\*\*\*\*.com

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## Reschedule

- Repeat steps 3-10 in the [Scheduling an Appointment](#) section.
- Click **Submit** after reviewing the Details on the Book Appointment screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](#)

< Appointment: YSZKV8

Select Location Select Appointment Time Book Appointment

**Details**

- Get a non-commercial license, permit, or ID card  
New license, permit, ID, or restricted license without any additional in-office testing
- Friday, November 18, 2022  
9:30 AM (15 Minutes)  
[Change Time](#)
- Lacey  
719 SLEATER KINNEY RD SE STE 108  
LACEY WA 98503-1138  
[Change Location](#)

Cancel Previous **Submit**

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- Write your Confirmation Code down once the confirmation screen displays.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](#)

< Appointments

**Appointment**

- Confirmation Code  
**YSZKV8**  
You'll need this confirmation code and your email address to update your appointment in the future.
- Cancelled  
Your appointment has been cancelled, if you still need to come in, please book another appointment.

**Details**

- Get a non-commercial license, instruction permit, or ID card  
New license, permit, ID, or restricted license without any additional in-office testing
- Saturday, October 29, 2022  
9:30 AM (15 Minutes)
- Lacey  
719 SLEATER KINNEY RD SE STE 108  
LACEY WA 98503-1138  
[Reschedule](#)

**Contact**

- Owyn Monie  
Email: c\*\*\*\*\*@f\*\*\*\*\*.com

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## Vehicle and Vessel Transactions

This section covers the steps to help you to perform some specific transactions for your vehicle or vessel. Individuals needing Title transactions must visit a Vehicle Licensing Office.

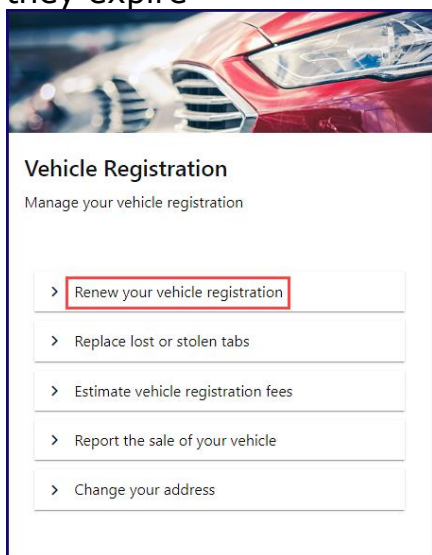
### Vehicle Transactions

You can renew your vehicle registration, replace lost or stolen tabs, estimate registration fees, report the sale of your vehicle, or change the address on your vehicle record through the No Logon portal.

#### Renew Vehicle Registration

Renew your tabs online if the vehicle doesn't require a [DOT number](#), has had one for over 1 year, or if the tabs are expired for less than 12 months. Visit your local Vehicle Licensing Office if the tabs expired longer than 12 months.

1. Access [dol.wa.gov](http://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Renew your vehicle registration** button in the Vehicle Registration section. You can renew your tabs as early as 6 months before they expire



4. Read the What you'll need information and click **Next**.
5. Enter your plate, decal, or metal tag number as it appears on your registration. Select the appropriate **last name or business name**, or **last 4 characters of VIN** radio button and enter the applicable information. Click the **Next** button.

6. Review the information on the Confirm vehicle screen and click **Next**.
7. Select **Yes** or **No** to confirm the address, update the address if applicable, and click **Next**.
8. Select **Yes** or **No** after reviewing the Would you like to buy a Discover Pass? screen and click **Next**.
9. Select the applicable radio button on the Select delivery option screen. If you choose to have them mailed, click the **Yes, please mail them to me** checkbox in the pop-up window and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Renew your vehicle tabs

Start page

What you'll need

Vehicle to renew

Choose vehicle

Confirm vehicle

Current address

Additional info

Discover pass

Select delivery option

How would you like to get your tabs?

☐ I'd like them mailed by the office I select. \*

The office you select will mail within 5 business days.

☐ I'll pick them up at the office I select. \*

Your items should be ready when you arrive.

Selected Vehicle

2015 DODG RAM 1500

Plate: Z11111Z

VIN: C13785H125G621569

Are you sure you want your new decals mailed to you?

Your vehicle tabs have already expired. By selecting the mail option you will delay the receipt of your tabs.

☐ Yes, please mail them to me. \*

Previous Next

10. Select the applicable office on the Select an office screen and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Renew your vehicle tabs

Start page

What you'll need

Vehicle to renew

Choose vehicle

Confirm vehicle

Current address

Additional info

Discover pass

Select delivery option

Select an office

Select an office to get your tabs from

Below are 12 offices within 20 miles of your home address.

Office hours listed below exclude holidays.

[Change start location](#)

Nearby Offices

1. RALPH'S THRIFTWAY

1910 4TH AVE E

OLYMPIA WA 98506-4632

360-357-4201

(6 miles away)

Mon-Fri: 8:00AM - 5:00PM

Sat: 9:00AM - 2:00PM

Title work stops 15 minutes before closing.

[Get directions](#)

2. PACKAGE EXPRESS AUTO LICENSING

2103 HARRISON AVE NW STE 2

OLYMPIA WA 98502-2607

Mon-Fri: 8:30AM - 6:00PM

Sat: 9:00AM - 3:00PM

Selected Vehicle

2015 DODG RAM 1500

Plate: Z11111Z

VIN: C13785H125G621569

Current expiration date: Oct 05, 2022

Fee detail: 100.50

[Show fee details](#)

Map Display

Previous Next

11. Select **Yes** or **No** to donate to Washington State Parks and For organ, eye, and tissue donation awareness and click the **Next** button.
12. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
13. Review the delivery selection and fee donation information and click **Next**.
14. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
15. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.
  - a. Pay with Bank Account:
    - i. Select **Checking** or **Savings** as the Bank Account Type.
    - ii. Enter the Routing Number.
    - iii. Enter the Account Number.
    - iv. Confirm the Account Number.
    - v. Select **Yes** or **No** to save this payment channel for future use.
    - vi. Confirm the Amount.

The screenshot shows the 'Bank Account Payment' form on the Washington State Department of Licensing website. The form is titled 'Bank Account Payment' and has a progress bar indicating the current step. It is divided into two main sections: 'Bank Account Information' and 'Payment Amount'.

**Bank Account Information:**

- Bank Account Type:** Radio buttons for 'Checking' and 'Savings'. The 'Checking' button is selected and highlighted with a red box.
- Routing Number:** A text input field labeled 'Required' with a red box around it.
- Populate Bank Information:** A section with two sub-fields:
  - Account Number:** A text input field labeled 'Required' with a red box around it.
  - Confirm Account Number:** A text input field labeled 'Required' with a red box around it.

**Payment Amount:**

- Web ACH payment for vehicle service transactions.**
- Payment Date:** 03-Nov-2022
- Amount:** 95.50
- Confirm Amount:** A text input field labeled 'Required' with a red box around it.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.

The image shows a check with the number 1025 in the top right corner. The check is dated 'DATE' and has a 'PAY TO THE ORDER OF' field. The amount is '\$' followed by a blank space. The word 'DOLLARS' is printed below the amount field. At the bottom, there is a 'MEMO' field with two red boxes highlighting the 'Routing Number' and 'Account Number' fields. The routing number is 1000000000 and the account number is 1000000000. The check number 1025 is also visible at the bottom right.

- viii. Click **Submit** after reading the Confirmation statement.

b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' page from the Washington State Department of Licensing. The page has a header with the logo and 'Exit' link. The main content area is divided into two sections. The left section, titled 'Pay with debit/credit card', contains instructions to review the total amount and click 'Next' to enter credit card information. It also shows a transaction description: 'Transaction: Pay for my driver services transactions'. At the bottom of this section are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box. The right section, titled 'Your Order', shows a table of fees due.

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

At the bottom of the page, there is a footer with links: Home | Credit Card Security | Privacy | Contact Us | Copyright © 2022 DOL.

- ii. Click the **Next** button to process with Debit/Credit Card payment.
- iii. Enter the First Name (as it appears on your card).
- iv. Enter the Last Name (as it appears on your card).
- v. Enter the Address 1 (as it appears on your card statement).
- vi. Enter the City.
- vii. Select the appropriate option from the Country/Region dropdown menu.
- viii. Select the appropriate option from the State/Province dropdown menu.
- ix. Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form. It has a title 'Billing Information' and a note '\* Required field'. The form contains several input fields, each with a red border: 'First Name \*', 'Last Name \*', 'Address Line 1 \*', 'Address Line 2', 'City \*', 'Country/Region \*' (a dropdown menu showing 'United States of America'), 'State/Province \*' (a dropdown menu showing 'Washington'), and 'Zip/Postal Code \*'.



- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.

**Payment Details** 🚩

Card Type \*

☐ Visa ☐ Mastercard

☐ Amex

Card Number \*

Expiration Month \*  Expiration Year \*

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

16. Click the **Next** button.
17. Review the information and click **Submit**.
18. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct after reading the information in the dialog box.
19. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

**Submission**

**Vehicle renewal**

- Plate: Z11111Z
- Renewal through 10/5/2023

\$ 95.50 [View more details](#)

**Summary**

Subtotal \$ 95.50

**Total Amount Paid** \$ 95.50

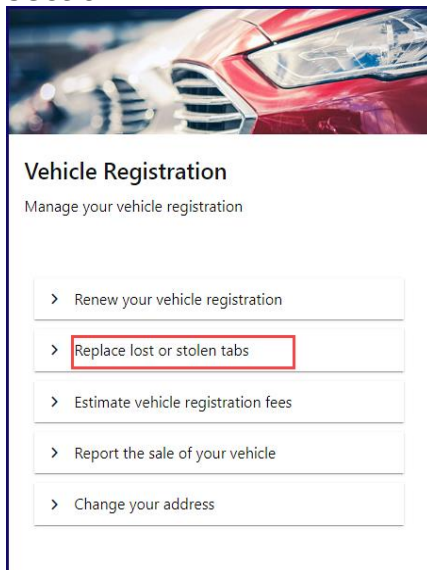
Thank you for making your payment.



## Replace a Lost or Stolen Tab

The fee to replace a valid lost or stolen tab is \$13.75 and you can have them mailed to you or pick them up at a vehicle licensing office.

1. Access [dol.wa.gov](http://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Replace lost or stolen tabs** button in the Vehicle Registration section.



4. Read the What you'll need information and click **Next**.
5. Enter your plate, decal, or metal tag number as it appears on your registration, select the appropriate **last name or business name**, or **last 4 characters of VIN** radio button, enter the applicable information, and click **Next**.
6. Review the information on the Confirm vehicle screen and click **Next**.
7. Select **Yes** or **No** to confirm the address, update address if applicable, and click **Next**.

8. Select the applicable radio button on the Select delivery option screen. If you choose to have them mailed, click the **Yes, please mail them to me** checkbox in the pop-up window and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Tab Replace

Introduction

What you'll need

Vehicle search

Choose vehicle

Search results

Additional info

Verify address

Select delivery type

How do you want to get your replacement tabs?

☐ I'd like them mailed by the office I select. \*

The office you select will mail within 5 business days.

☐ I'll pick them up at the office I select. \*

Your items should be ready when you arrive.

Selected Vehicle

2012 FIAT 500

Plate: Z11111Z

VIN: C13785H125G621569

Fee detail: \$13.75

Are you sure you want your new decals mailed to you?

Your vehicle tabs have already expired. By selecting the mail option you will delay the receipt of your tabs.

☐ Yes, please mail them to me. \*

Next >

9. Select the office of your choice from the **Select an office** screen and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Tab Replace

Start page

What you'll need

Vehicle to renew

Choose vehicle

Confirm vehicle

Current address

Additional info

Discover pass

Select delivery option

Select an office

Select an office to get your tabs from

Below are 12 offices within 20 miles of your home address.

Office hours listed below exclude holidays.

[Change start location](#)

Nearby Offices

1. RALPH'S THRIFTWAY  
1910 4TH AVE E  
OLYMPIA WA 98506-4632  
360-357-4201  
(6 miles away)  
Mon-Fri: 8:00AM - 5:00PM  
Sat: 9:00AM - 2:00PM  
Title work stops 15 minutes before closing.  
[Get directions](#)

2. PACKAGE EXPRESS AUTO LICENSING  
2103 HARRISON AVE NW STE 2  
OLYMPIA WA 98502-2607  
Mon-Fri: 8:30AM - 6:00PM  
Sat: 9:00AM - 3:00PM

Map Display

Selected Vehicle

2015 DODG RAM 1500

Plate: Z11111Z

VIN: C13785H125G621569

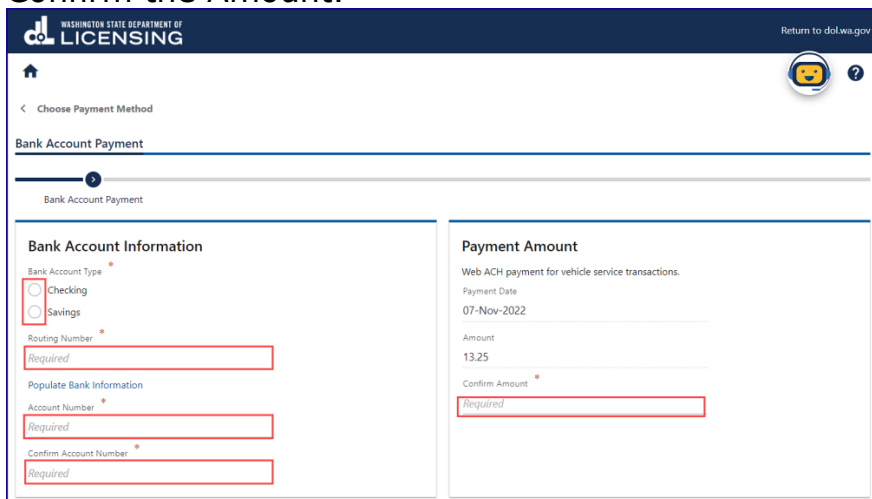
Current expiration date: Oct 05, 2022

Fee detail: 100.50

[Show fee details](#)

Previous Next >

10. Review the Tax & fee Details screen and click **Next**.
11. Enter the Email address and Confirm email address if you would like to receive an email copy of your receipt. Leave the fields blank if you do not want the receipt emailed. Click the **Next** button.
12. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
13. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.
  - a. Pay with Bank Account:
    - i. Select **Checking** or **Savings** as the Bank Account Type.
    - ii. Enter the Routing Number.
    - iii. Enter the Account Number.
    - iv. Confirm the Account Number.
    - v. Select **Yes** or **No** to save this payment channel for future use.
    - vi. Confirm the Amount.



**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- vii. Click **Submit** after reading the Confirmation statement.

b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' page from the Washington State Department of Licensing. The page has a header with the department's logo and an 'Exit' link. The main content area is divided into two sections. The left section, titled 'Pay with debit/credit card', contains instructions to review the total amount and click 'Next' to enter credit card information. It also shows the transaction description: 'Transaction: Pay for my driver services transactions'. At the bottom of this section are 'Back', 'Cancel', and 'Next' buttons. The 'Next' button is highlighted with a red box. The right section, titled 'Your Order', displays a table of fees due.

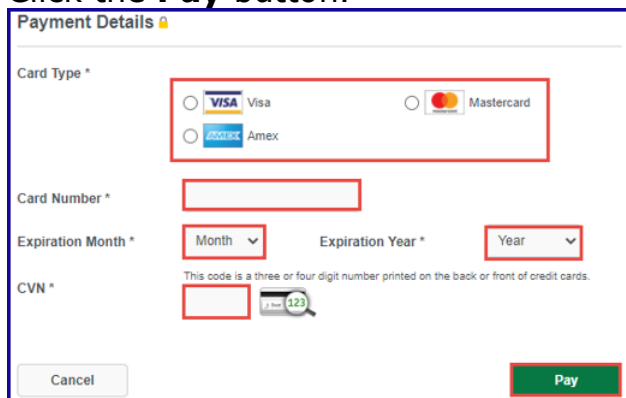
Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

At the bottom of the page, there is a footer with links: Home | Credit Card Security | Privacy | Contact Us | Copyright © 2022 DOL.

- ii. Click the **Next** button to process with Debit/Credit Card payment.
- iii. Enter the First Name (as it appears on your card).
- iv. Enter the Last Name (as it appears on your card).
- v. Enter the Address 1 (as it appears on your card statement).
- vi. Enter the City.
- vii. Select the appropriate option from the Country/Region dropdown menu.
- viii. Select the appropriate option from the State/Province dropdown menu.
- ix. Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form. It has a title 'Billing Information' and a note '\* Required field'. The form contains several input fields, each with a red border. The fields are: First Name \*, Last Name \*, Address Line 1 \*, Address Line 2, City \*, Country/Region \*, State/Province \*, and Zip/Postal Code \*. The Country/Region dropdown menu is set to 'United States of America' and the State/Province dropdown menu is set to 'Washington'.

- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.



The image shows a 'Payment Details' dialog box with a yellow warning icon. It contains the following fields:

- Card Type \***: Three radio button options: ☐ VISA, ☐ Mastercard, and ☐ Amex. The VISA option is selected.
- Card Number \***: A text input field.
- Expiration Month \***: A dropdown menu with 'Month' selected.
- Expiration Year \***: A dropdown menu with 'Year' selected.
- CVN \***: A text input field. Below it is a small icon of a credit card with the number 1234.

At the bottom, there are two buttons: 'Cancel' and 'Pay'.

- 14. Click the **Next** button.
- 15. Review the information and click **Submit**.
- 16. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct after reading the information in the dialog box.
- 17. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



The image shows a 'Submission' and 'Summary' section. The 'Submission' section on the left contains:

- Vehicle renewal**
- Plate: ZBJ1236
- Renewal through 10/05/22
- \$ 13.75
- [View more details](#)

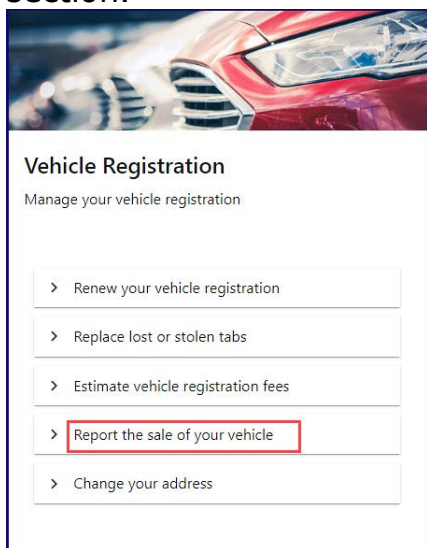
The 'Summary' section on the right contains:

- Summary**
- Subtotal \$13.75
- Total Amount Paid** \$13.75
- Thank you for making your payment.
- Print Documents** button
- Close** button

## Submit a Report of Sale

The vehicle seller is responsible for filing a report of sale within 5 days of selling a vehicle. Filing the report of sale protects you from penalties or fines incurred by the new owner. You could be responsible for any penalties or fines if you file later.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Report the sale of your vehicle** button in the Vehicle Registration section.



4. Read the What you'll need information and click **Next**.
5. Select the **Yes** or **No** radio button to answer the Do you have a plate numbers? question, enter your plate, decal, or metal tag number as it appears on your registration, select the appropriate **last name or business name**, or **last 4 characters of VIN** radio button, enter the applicable information, and click **Next**.
6. Review the information on the Confirm vehicle screen and click **Next**.

7. Select the appropriate **Gift/Donation, Sale, Trade** button, enter the required Date of sale, Value/Sale price, if applicable, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](https://dol.wa.gov)

Vehicle Report of Sale

**Start page**

- What you'll need
- Vehicle to report**
- Which vehicle?  
AKC5028
- Sale details**
- Type, date and price

**Sale details**

Please select one of the options below.

**This vehicle was:**

**Date of sale \***  
Required

**Value \***  
Required

Enter only whole dollar amounts

**Selected Vehicle**

2012 FIAT 500

Plate: ZBJ1236

VIN: 2T456H258TY123658

Fee detail: \$13.25

[< Previous](#) [Next >](#)

8. Click the **Business** or **Individual** button for the Seller's information, complete the required fields, and click **Next**.
9. Enter the Seller Address and click **Next**.
10. Review and select the appropriate Address Options and click **Next**.
11. Click the **Business** or **Individual** button to indicate the New Owner Type, enter the First, Middle, Last name, if applicable, and click **Next**.
12. Enter the New owner address and click **Next**.
13. Review and select the appropriate Address Options and click **Next**.
14. Review the Tax/fee details screen and click **Next**.
15. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
15. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
16. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

- a. Pay with Bank Account:
- Select **Checking** or **Savings** as the Bank Account Type.
  - Enter the Routing Number.
  - Enter the Account Number.
  - Confirm the Account Number.
  - Select **Yes** or **No** to save this payment channel for future use.
  - Confirm the Amount.

The screenshot shows the 'Bank Account Payment' form on the Washington State Department of Licensing website. The form is titled 'Bank Account Payment' and has a progress bar indicating the current step. It is divided into two main sections: 'Bank Account Information' and 'Payment Amount'.

**Bank Account Information:**

- Bank Account Type:** Radio buttons for 'Checking' and 'Savings'. 'Checking' is selected.
- Routing Number:** A text input field with a red border and the word 'Required' below it.
- Populate Bank Information:** A section with two sub-fields:
  - Account Number:** A text input field with a red border and the word 'Required' below it.
  - Confirm Account Number:** A text input field with a red border and the word 'Required' below it.

**Payment Amount:**

- Web ACH payment for vehicle service transactions.**
- Payment Date:** 07-Nov-2022
- Amount:** 13.25
- Confirm Amount:** A text input field with a red border and the word 'Required' below it.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- vii. Click **Submit** after reading the Confirmation statement.



b. Pay with Debit/Credit Card:

- i. Click **Next** after reviewing the Fees due for Your Order.

WASHINGTON STATE DEPARTMENT OF LICENSING

Exit

Pay with debit/credit card

Review the total amount that will be charged and click Next to enter your credit card information to pay for your transaction.

Transaction: Pay for my driver services transactions

← Back Cancel **Next**

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**Your Order**

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

- ii. Click the **Next** button to process with Debit/Credit Card payment.
- iii. Enter the First Name (as it appears on your card).
- iv. Enter the Last Name (as it appears on your card).
- v. Enter the Address 1 (as it appears on your card statement).
- vi. Enter the City.
- vii. Select the appropriate option from the Country/Region dropdown menu.
- viii. Select the appropriate option from the State/Province dropdown menu.
- ix. Enter the Zip/Postal Code.

Billing Information

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

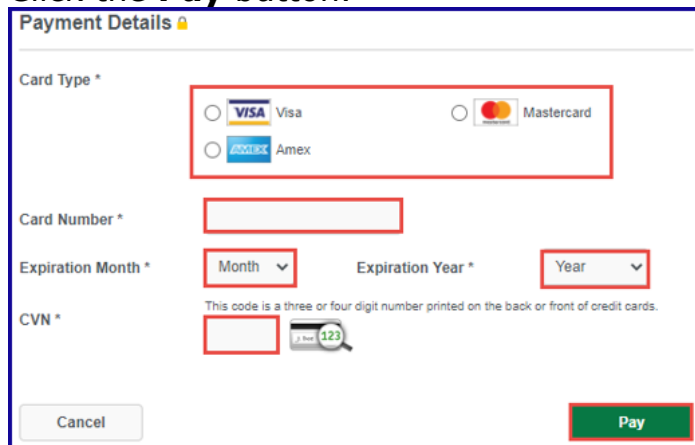
City \*

Country/Region \*

State/Province \*



Zip/Postal Code \*


- x. Select the Card Type.
- xi. Enter the Card Number.
- xii. Select the appropriate option for the Expiration Month dropdown menu.
- xiii. Select the appropriate option for the Expiration Year dropdown menu.
- xiv. Enter the Card Verification Number (CVN).
- xv. Click the **Pay** button.



**Payment Details** 🔒


Card Type \*

☐  Visa ☐  Mastercard

☐  Amex

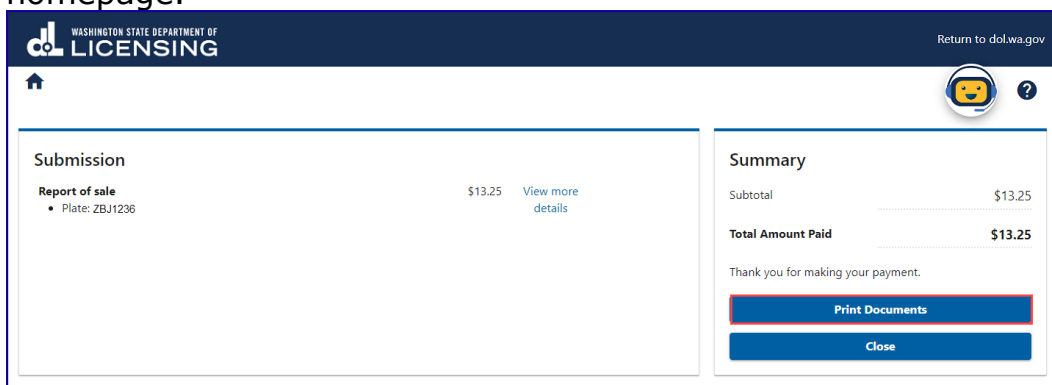
Card Number \*

Expiration Month \*  Expiration Year \*

CVN \*  

This code is a three or four digit number printed on the back or front of credit cards.

- 18. Click the **Next** button.
- 19. Review the information and click **Submit**.
- 20. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct after reading the information in the dialog box.
- 21. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



**WASHINGTON STATE DEPARTMENT OF LICENSING** [Return to dol.wa.gov](#)

**Submission**

**Report of sale** \$13.25 [View more details](#)

- Plate: ZBJ1236

**Summary**

Subtotal \$13.25

**Total Amount Paid** \$13.25

Thank you for making your payment.

## Estimate Vehicle Registration Costs

You can estimate how much it will cost to register your vehicle in Washington State before completing the transaction at a vehicle licensing office.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Estimate vehicle registration fees** button in the Vehicle Registration section.
4. Enter your plate, decal, or metal tag number as it appears on your registration. Select the appropriate **last name or business name**, or **last 4 characters of VIN** radio button and enter the applicable information. Click the **Next** button.
5. Review the Tax & fee Details screen and click **Next**.

The screenshot shows the 'Vehicle Tab Estimator' page on the Washington State Department of Licensing website. The page is divided into three main sections: a left sidebar with navigation links, a central 'Fees and Donations' table, and a right sidebar for 'Selected Vehicle' details.

**Vehicle search**

- Choose vehicle
- Review and confirm
- Tax/fee details**

It will cost \$170.25 to renew your tabs.

Fees and Donations	
Registration License	\$30.00
Additional Vehicle Weight Fee	\$10.00
Vehicle Weight	\$25.00
Registration Filing	\$4.50
Registration Service Fee	\$8.00
Funds ferry replacement (County Auditor/DOL) or is retained by the office (subagent).	
Department of Licensing Service	\$0.50
License Plate Technology	\$0.25
Washington State Parks	\$5.00
If you don't want to donate, return to the Donations screen to opt out.	
Transportation Benefit District - Seattle	\$40.00
RTA Excise Tax	\$47.00

**Print**

**Selected Vehicle**

**2012 FIAT 500**

**Pl:** ZBJ1236

**VIN:** 2T456H258TY123658

**Current expiration date:** Nov 28, 2022

[Renew these tabs](#)

[< Previous](#)

## Change your Vehicle Address

The registered owner of a vehicle can change their vehicle address online.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Change your address** button in the Vehicle Registration section.
4. Read the What you'll need information and click **Next**.
5. Click the **Vehicle** or **Boat** radio button and click **Next**.
6. Enter your plate, decal, or metal tag number, last name or company name, last 4 characters of VIN, click **Next**.

**Note:** Click the Add vehicle or Add boat button to add an additional vehicle or boat.

7. Select the appropriate **Customer Type** radio button and click **Next**.
8. Select the appropriate **Is your residential address in Washington state?** radio button and click **Next**.
9. Enter your Washington state residential address and click **Next**.
10. Confirm your residential address and click **Next**.
11. Select the **Same as residential address** checkbox or enter your mailing address and click **Next**.
12. Click the applicable Address Options radio button and click **Next**.

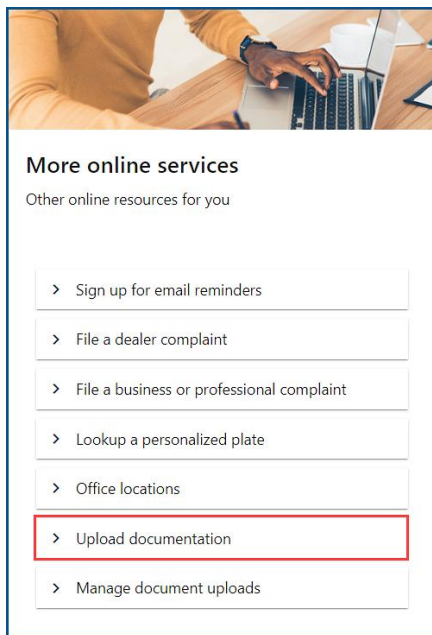
13. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
14. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
15. Click the **Ok** button to submit your transaction.

The screenshot shows a web application titled "Update Address". On the left is a dark blue sidebar with a list of navigation links: "Start page", "What you'll need", "Vehicle/Boat search", "Which vehicle", "Address information", "Address type", "Residential address", "Verify residential", "Mailing address", "Verify mailing", "Receipt options", "Email receipt", and "Summary". The "Summary" link is highlighted. The main content area has a light gray background with the text: "Make sure your information is correct. If it's not, go Back to make edits." A white "Confirmation" dialog box is centered over the main area. It contains the text: "Submit Your Transaction", "Clicking 'OK' will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records.", and "By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct." At the bottom of the dialog are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

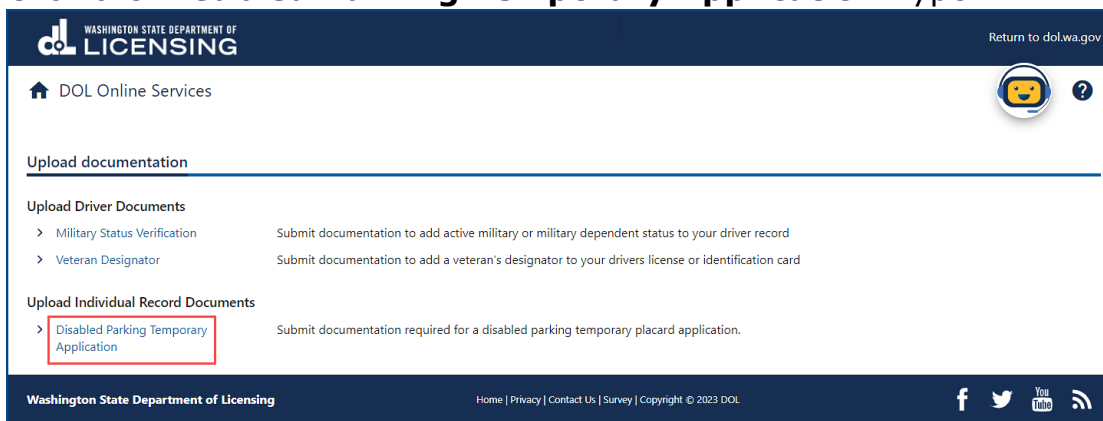
## Submit a Disabled Parking Temporary Application

You can upload documents to apply for temporary disabled parking privileges without a License Express account. Make sure you have the required documentation, such as a doctor prescription form and a completed application.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Upload documentation** button in the More online services section.



4. Click the **Disabled Parking Temporary Application** hyperlink.



5. Read the What You'll Need information section, complete the I'm not a

robot Captcha checkbox, complete the verification pop-up, click the **Verify** button, and click **Next**.

6. Complete the required information fields for the driver you are uploading documentation for and click **Next**.
7. Enter the WA license number (LIC#) and Disabled Parking ID, if applicable.
8. Complete the following fields and click **Next**:
  - a. Enter the Email and Confirm email.
  - b. Select the applicable option from the Preferred phone type dropdown menu.
  - c. Enter the Phone number.
9. Select **Yes** or **No** from the Are you uploading a temporary permit on doctor letterhead? dropdown menu.
10. Select **Yes** or **No** from the Are you submitting documentation as a Power of Attorney for the applicant? dropdown menu and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Home DOL Online Services

< Upload documentation

Upload Documentation

Introduction

Introduction

Search

Disabled Parking Search

Contact information

Upload

DP Temp Questions

Additional Questions

Are you uploading a temporary permit on doctor letterhead? \*

Required

Are you submitting documentation as a Power of Attorney for the applicant? \*

Required

< Previous Next >

Washington State Department of Licensing

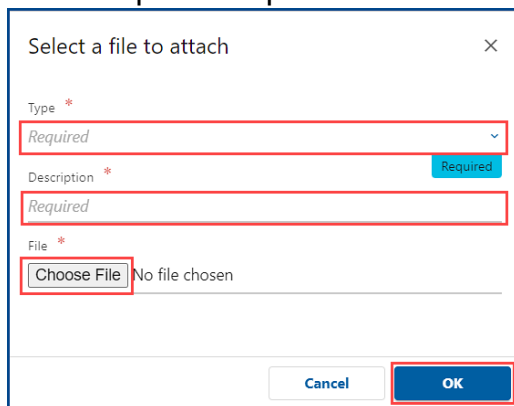
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f t YouTube

11. Click the **Upload** button.

12. Complete the following steps and click **OK**:

- Select the appropriate option from the Type dropdown menu and enter a Description.
- Click the **Choose File** and select the applicable document from your files. Repeat steps 11 and 12 for each required document.



Select a file to attach

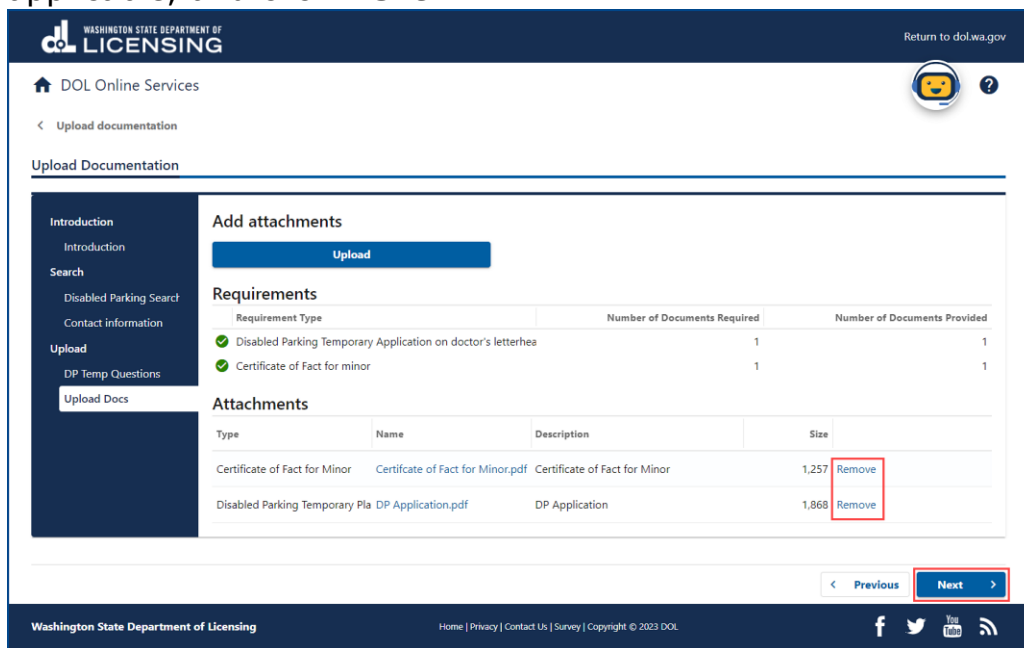
Type \*  
Required

Description \*  
Required

File \*  
Choose File No file chosen

Cancel OK

13. Click the **Remove** hyperlink for documents uploaded in error, if applicable, and click **Next**.



WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

DOL Online Services

Upload documentation

Upload Documentation

Introduction  
Introduction  
Search  
Disabled Parking Search  
Contact information  
Upload  
DP Temp Questions  
Upload Docs

Add attachments  
Upload

Requirements

Requirement Type	Number of Documents Required	Number of Documents Provided
✓ Disabled Parking Temporary Application on doctor's letterhea	1	1
✓ Certificate of Fact for minor	1	1

Attachments

Type	Name	Description	Size	
Certificate of Fact for Minor	Certificate of Fact for Minor.pdf	Certificate of Fact for Minor	1,257	Remove
Disabled Parking Temporary Pla	DP Application.pdf	DP Application	1,868	Remove

< Previous Next >

Washington State Department of Licensing

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f t y r

14. Review the Summary and click **Submit** to proceed or **Previous** to make changes.

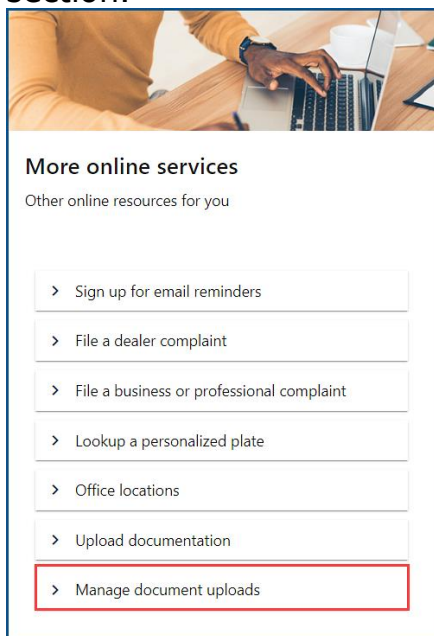
15. Click the **Print** button to print your transaction confirmation or the **Continue** button to return to the DOL Online Services menu.



## Manage Document Uploads

You can check on the status of the documents you have uploaded to have a military or veteran designator added to your record.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Mange document uploads** button in the More online services section.




4. Select **Disabled Parking Temporary Placard** from the What Document Upload Submission Type Would You Like To Search for? dropdown menu and click **Submit**.

A screenshot of the 'Document Upload Search' form on the Washington State Department of Licensing website. The form has a header with the department's logo and name. Below the header is a section titled 'Document Upload Search' with a subtitle 'Which Document Upload Submission Type Would You Like To Search For?'. A dropdown menu is open, showing the following options: 'Required', 'Military Verification', 'Veteran Verification', and 'Disabled Parking Temporary Placard'. The 'Submit' button is highlighted with a red rectangular border. The footer of the page includes the department's name, a copyright notice for 2023, and social media icons for Facebook, Twitter, YouTube, and RSS.



5. Complete the following steps and click **Submit**:
  - a. Enter your First Name.
  - b. Enter your Last Name.
  - c. Enter your Date of Birth (DOB).

- Click the applicable hyperlink in the Status column. A pop-up window displays a description of the status. Click the **Close** button to close the pop-up window.



WASHINGTON STATE DEPARTMENT OF LICENSING

[Return to dol.wa.gov](#)  
[Manage other DOL Services](#)

[DOL Online Services](#)

### View document submissions





Below you can view the submission time and status of uploaded documents.

[Add New Upload Request](#)

Upload Type	Submission Time	Status	Status Date
Disabled Parking Temporary Placard	07-Nov-2023 10:39 AM	<a href="#">Processing</a>	07-Nov-2023 10:39 AM

Washington State Department of Licensing

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Upload Stage Description

#### Processing

The document(s) have been successfully reviewed. Additional processing needs to occur before document submission is complete.

Close

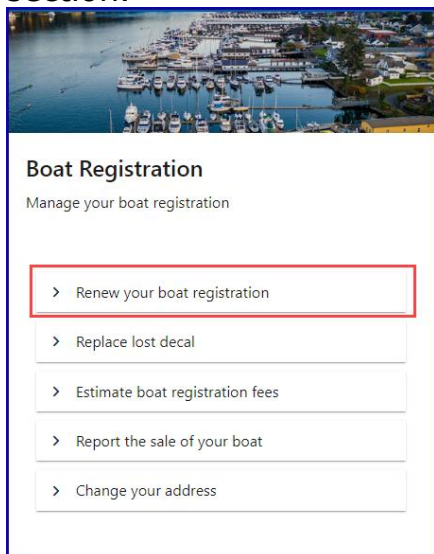
## Vessel Transactions

You can renew your vessel registration, replace a lost decal, estimate registration fees, report the sale of your boat, or change the address on your vessel record through the No Logon portal.

### Renew a Vessel Registration

All boat registrations expire on June 30. You can renew your boat 6 months before the renewal date. If you have not used your boat in the previous year, you can renew after it's expired, if it's been expired less than 12 months.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Renew your boat registration** button in the Boat Registration section.



4. Read the What you'll need page, click the **I'm not a robot** Captcha box, complete the verification pop-up, click **Verify**, and click **Next**.
5. Enter your registration number as it appears on your registration. Select the appropriate **last name or business name**, or **last 4 characters of VIN** radio button and enter the applicable information. Click the **Next** button.
6. Click the **I attest that the hull identification number is affixed to this vessel** checkbox and click **Next**.

7. Select **Yes** or **No** to confirm the address, update the address if applicable, and click **Next**.
8. Select the applicable radio button on the **Select delivery option** screen. If you choose to have them mailed, check the **Yes, please mail them to me** checkbox in the pop-up window and click **Next**.
9. Select the office of your choice from the **Select an office** screen and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](https://dol.wa.gov)

Renew your boat decals

**Introduction**

- What you'll need
- Boat search**
  - Choose vessel
  - Confirm vessel
- Additional info**
  - Current address
  - Office options
    - Select delivery type
    - Select an office**

Select an office to get your decals from.

Below are 16 offices within 20 miles of your home address.  
Office hours listed below exclude holidays.  
[Change start location](#)

**Selected Boat**

**1997 AWB STRYKER**  
**Registration number:** WN9173XX  
**HIN:** WN7589615321  
**Current expiration date:** Jun 30, 2022  
**Fee detail:** \$34.75  
[Show fee details](#)

**Nearby Offices** Page 1 of 2

<input type="radio"/> 1. KITSAP COUNTY AUDITOR 619 DIVISION ST PORT ORCHARD WA 98366-4614 360-337-4440 (2 miles away)	Mon-Thu: 9:00AM - 4:00PM Fri: 9:00AM - 12:00PM For questions, please call 360-337-4440
<input type="radio"/> 2. PORT ORCHARD LICENSE AGENCY, INC. Near Across from Fred Meyer	Mon-Fri: 9:00AM - 5:00PM Sat: 9:00AM - 4:00PM

Map Display

[< Previous](#) [Next >](#)

10. Select **Yes** or **No** to confirm the donation to support the preservation of historical ships and click **Next**.
11. Review the Tax/fee details screen and click **Next**.

12. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
13. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
14. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.
  - a. Pay with Bank Account:
    - i. Select **Checking** or **Savings** as the Bank Account Type.
    - ii. Enter the Routing Number.
    - iii. Enter the Account Number.
    - iv. Confirm the Account Number.
    - v. Select **Yes** or **No** to save this payment channel for future use.
    - vi. Confirm the Amount.

The screenshot shows the 'Bank Account Payment' form on the Washington State Department of Licensing website. The form is titled 'Bank Account Payment' and has a progress bar indicating the current step. It is divided into two main sections: 'Bank Account Information' and 'Payment Amount'.

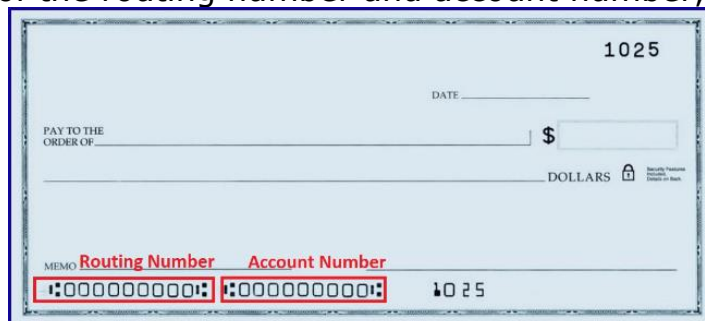
**Bank Account Information:**

- Bank Account Type:** Radio buttons for 'Checking' and 'Savings'.
- Routing Number:** A required text field with a red border.
- Populate Bank Information:** A section with two sub-fields:
  - Account Number:** A required text field with a red border.
  - Confirm Account Number:** A required text field with a red border.

**Payment Amount:**

- Web ACH payment for vehicle service transactions.**
- Payment Date:** 08-Nov-2022.
- Amount:** 34.75.
- Confirm Amount:** A required text field with a red border.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- xvi. Click **Submit** after reading the Confirmation statement.

- b. Pay with Debit/Credit Card:
- Click **Next** after reviewing the Fees due for Your Order.

WASHINGTON STATE DEPARTMENT OF LICENSING

Exit

**Pay with debit/credit card**

Review the total amount that will be charged and click Next to enter your credit card information to pay for your transaction.

Transaction: Pay for my driver services transactions

← Back Cancel **Next**

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**Your Order**

Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
Amount to be charged	\$00.00

- Enter the First Name (as it appears on your card).
- Enter the Last Name (as it appears on your card).
- Enter the Address 1 (as it appears on your card statement).
- Enter the City.
- Select the appropriate option from the Country/Region dropdown menu.
- Select the appropriate option from the State/Province dropdown menu.
- Enter the Zip/Postal Code.

**Billing Information**

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

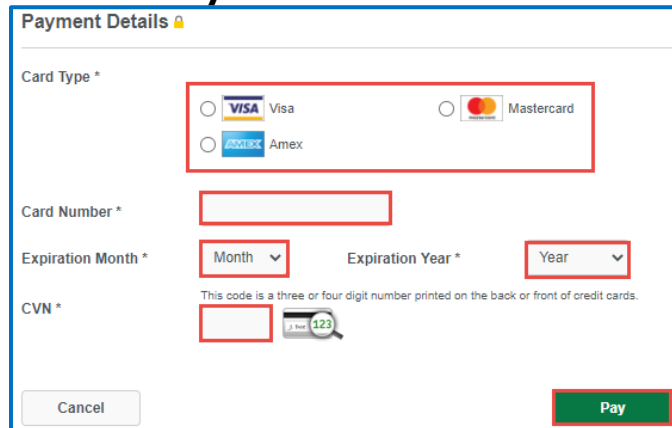
City \*

Country/Region \*

State/Province \*



Zip/Postal Code \*


- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.



**Payment Details**

Card Type \*

☐  Visa
 ☐  Mastercard

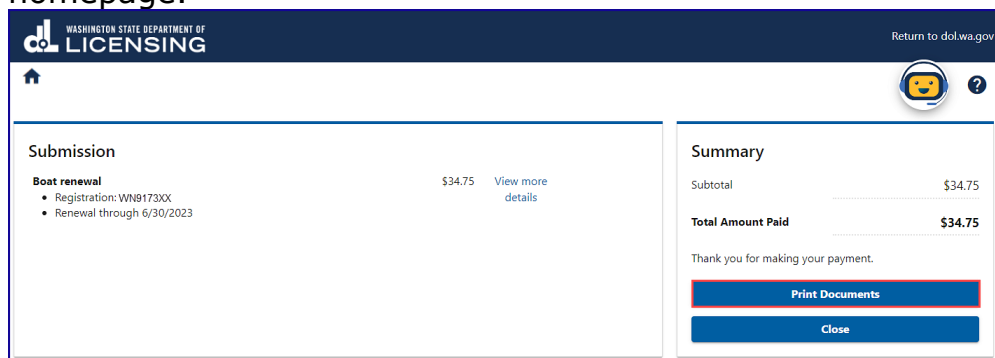
☐  Amex

Card Number \*

Expiration Month \* Month Expiration Year \* Year

CVN \* This code is a three or four digit number printed on the back or front of credit cards.

15. Click the **Next** button.
16. Review the information and click **Submit**.
17. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct after reading the information in the dialog box.
18. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop-ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



**WASHINGTON STATE DEPARTMENT OF LICENSING** Return to dol.wa.gov

**Submission**

**Boat renewal** \$34.75 [View more details](#)

- Registration: WN8173XX
- Renewal through 6/30/2023

**Summary**

Subtotal \$34.75

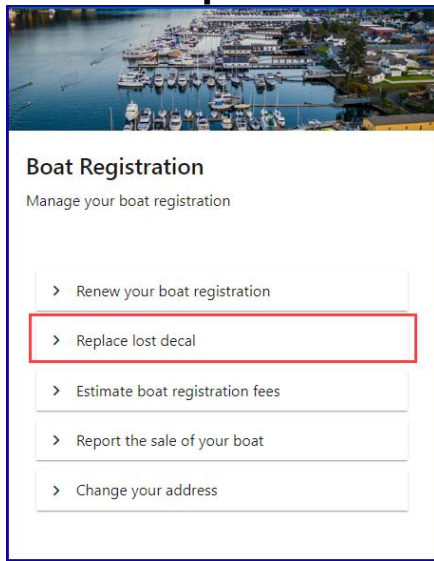
**Total Amount Paid** \$34.75

Thank you for making your payment.

## Replace a Lost Decal

The replacement lost decal fee is \$14.50. You can replace a lost or stolen tab if it is valid.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Replace lost decal** button in the Vehicle Registration section.



4. Read the What you'll need page, click the **I'm not a robot** Captcha box, complete the verification pop-up, click **Verify**, and click **Next**.
5. Enter your Registration number as it appears on your registration. Click the **last name or business name** or **last 4 characters of VIN** radio button, enter the applicable information, and click **Next**.
6. Review the information on the Confirm vehicle screen and click **Next**.
7. Click the **Yes, it is up to date** or **No, I've moved and need to update it** radio button, update the address, if applicable, and click **Next**.
8. Click the applicable radio button on the Select delivery type screen and click **Next**.



9. Click the applicable office radio button to Select an office and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Decal Replace

**Introduction**

- What you'll need

**Boat search**

- Choose vehicle
- Search results

**Additional info**

- Verify address
- Select delivery type
- Select an office

**Select an office to get your decal from**

Below are 25 offices within 20 miles of your home address.  
Office hours listed below exclude holidays.  
[Change start location](#)

**Nearby Offices** < Page 1 of 3 >

☐ 1. BEVERLY'S AUTO LICENSING INC.  
9123 EVERGREEN WAY  
EVERETT WA 98204-7121  
425-353-5333  
(2 miles away)

Mon-Fri: 9:00AM - 5:00PM  
Sat: 9:00AM - 1:00PM  
For questions, please call: 425-353-5333

☐ 2. SILVER LAKE LICENSING SERVICE LLC  
13300 BOTHELL-EVERETT HWY #302A  
MILL CREEK WA 98012-0000  
425-385-8755  
(2 miles away)

Mon-Fri: 9:00AM - 6:00PM  
Sat: 9:00AM - 5:00PM

**Selected Boat**

1988 GBC RUNABOUT

Reg.: WN9173XX

HIN: WN7589615321

Fee detail: \$14.50

Map Display

< Previous **Next** >

10. Review the Tax/fee details screen and click **Next**.
11. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
12. Review the Summary and click **Submit** to proceed or **Previous** to make changes.
13. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

- a. Pay with Bank Account:
- Select **Checking** or **Savings** as the Bank Account Type.
  - Enter the Routing Number.
  - Enter the Account Number.
  - Confirm the Account Number.
  - Select **Yes** or **No** to save this payment channel for future use.
  - Confirm the Amount.

The screenshot shows the 'Bank Account Payment' form on the Washington State Department of Licensing website. The form is titled 'Bank Account Payment' and has a progress bar indicating the current step. It is divided into two main sections: 'Bank Account Information' and 'Payment Amount'.

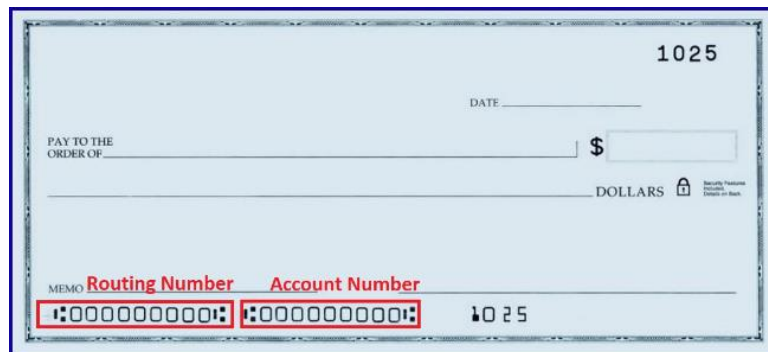
**Bank Account Information:**

- Bank Account Type:** Radio buttons for 'Checking' (selected) and 'Savings'.
- Routing Number:** A text field with a red border and the word 'Required' below it.
- Populate Bank Information:** A section with two text fields for 'Account Number' and 'Confirm Account Number', both with red borders and the word 'Required' below them.

**Payment Amount:**

- Web ACH payment for vehicle service transactions.**
- Payment Date:** 08-Nov-2022
- Amount:** 14.50
- Confirm Amount:** A text field with a red border and the word 'Required' below it.

**Note:** Refer to the following check image that indicates the location of the routing number and account number, if applicable.



- xv. Click **Submit** after reading the Confirmation statement.

- b. Pay with Debit/Credit Card:
- Click **Next** after reviewing the Fees due for Your Order.

The screenshot shows the 'Pay with debit/credit card' page from the Washington State Department of Licensing. The page has a header with the department's logo and an 'Exit' link. The main content area is divided into two sections. The left section, titled 'Pay with debit/credit card', contains instructions to review the total amount and click 'Next' to enter credit card information. It also shows a transaction description: 'Transaction: Pay for my driver services transactions'. At the bottom of this section are 'Back' and 'Next' buttons, with the 'Next' button highlighted with a red box. The right section, titled 'Your Order', displays a table of fees due.

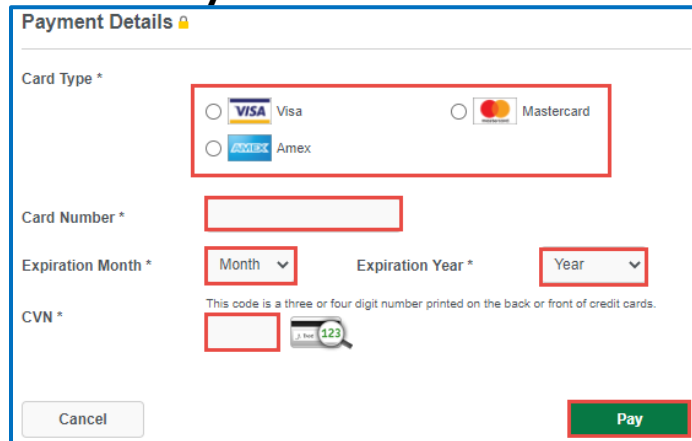
Fees due	
Original amount	\$00.00
3% card payment fee	\$00.00
<b>Amount to be charged</b>	<b>\$00.00</b>

At the bottom of the page, there is a footer with links for Home, Credit Card Security, Privacy, Contact Us, and Copyright © 2022 DOL.

- Enter the First Name (as it appears on your card).
- Enter the Last Name (as it appears on your card).
- Enter the Address 1 (as it appears on your card statement).
- Enter the City.
- Select the appropriate option from the Country/Region dropdown menu.
- Select the appropriate option from the State/Province dropdown menu.
- Enter the Zip/Postal Code.

The screenshot shows the 'Billing Information' form. It contains several input fields and dropdown menus, all of which are highlighted with red boxes. The fields are labeled as follows: 'First Name \*', 'Last Name \*', 'Address Line 1 \*', 'Address Line 2', 'City \*', 'Country/Region \*' (with a dropdown menu showing 'United States of America'), 'State/Province \*' (with a dropdown menu showing 'Washington'), and 'Zip/Postal Code \*'. A note '\* Required field' is located at the top right of the form.

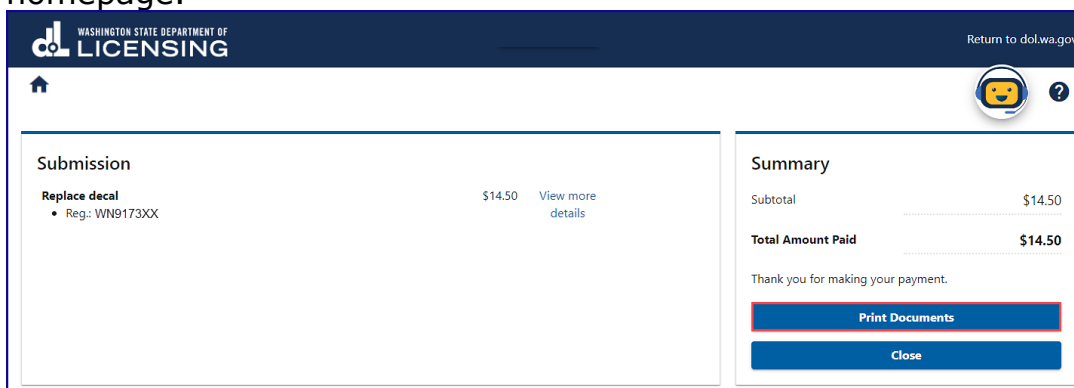
- ix. Select the Card Type.
- x. Enter the Card Number.
- xi. Select the appropriate option for the Expiration Month dropdown menu.
- xii. Select the appropriate option for the Expiration Year dropdown menu.
- xiii. Enter the Card Verification Number (CVN).
- xiv. Click the **Pay** button.



The image shows a 'Payment Details' dialog box with a yellow warning icon. It contains the following fields and controls:

- Card Type \***: Three radio button options: ☒ VISA Visa, ☐ Mastercard, and ☐ Amex.
- Card Number \***: A text input field.
- Expiration Month \***: A dropdown menu showing 'Month'.
- Expiration Year \***: A dropdown menu showing 'Year'.
- CVN \***: A text input field with a small icon of a card and the number '123' next to it. Below the field is the text: 'This code is a three or four digit number printed on the back or front of credit cards.'
- Buttons**: A 'Cancel' button on the bottom left and a green 'Pay' button on the bottom right.

14. Click the **Next** button.
15. Review the information and click **Submit**.
16. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct after reading the information in the dialog box.
17. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



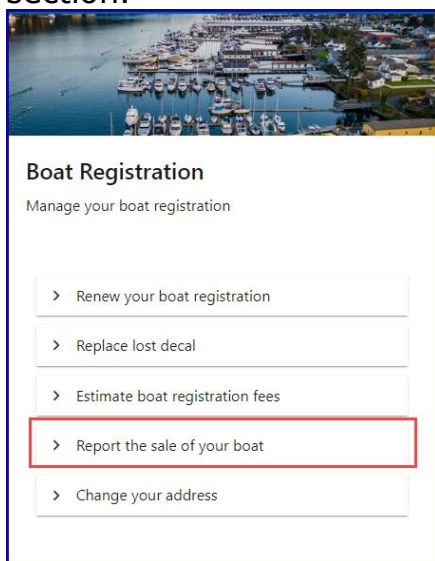
The image shows the 'WASHINGTON STATE DEPARTMENT OF LICENSING' payment confirmation page. It includes a home icon, a user profile icon, and a 'Return to dol.wa.gov' link. The main content is divided into two sections:

- Submission**: Shows 'Replace decal' for 'Reg: WN9173XX' with a price of '\$14.50' and a 'View more details' link.
- Summary**: Shows 'Subtotal' as '\$14.50' and 'Total Amount Paid' as '\$14.50'. It includes a 'Thank you for making your payment.' message and two buttons: 'Print Documents' and 'Close'.

## Submit a Report of Sale

The vessel seller is responsible for filing a report of sale within 5 days of selling a vessel. Filing the report of sale protects you from penalties or fines incurred by the new owner. You could be responsible for any penalties or fines if you file later.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the Report the sale of your boat button in the Vehicle Registration section.



4. Read the What you'll need page and click **Next**.
5. Enter your registration number as it appears on your registration, click the **last name or business name** or **last 4 characters of VIN** radio button and enter the applicable information, and click the **Next** button.
6. Review the information on the Confirm vehicle screen and click **Next**.

- Click the **Gift/Donation, Sale, or Trade** button, enter the required Date of sale, Value/Sale price, if applicable, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to [dol.wa.gov](https://dol.wa.gov)

Vessel Report of Sale

Vessel Report of Sale

Start page

What you'll need

Vessel to report

Which vessel?

WN9173XX

Sale details

Type, date and price

Sale details

Please select one of the options below.

This boat was:

Gift/Donation Sale Trade

Date of sale \*

Required

Value \*

Required

Enter only whole dollar amounts

Selected Boat

1988 GBC RUNABOUT

Reg.: WN9173XX

HIN: WN7589615321

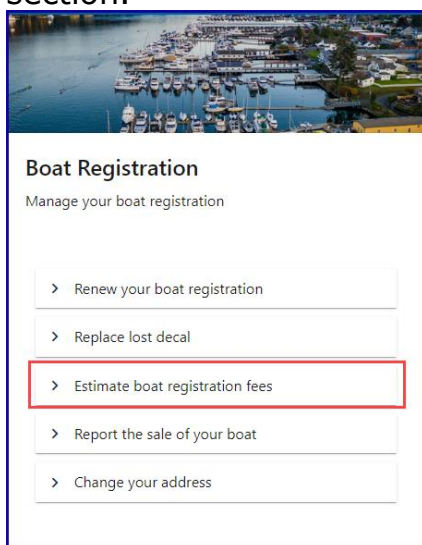
< Previous Next >

- Click the **Business** or **Individual** button, enter the required information, and click **Next**.
- Enter the Seller Address and click **Next**.
- Review and select the appropriate Address Options and click **Next**.
- Click the Business or **Individual** button, enter the First, Middle, Last name, if applicable, and click **Next**.
- Enter the **New owner address** and click **Next**.
- Review and select the appropriate Address Options and click **Next**.
- Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
- Review the Summary and click **Submit** to proceed or **Previous** to make changes.
- Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct after reading the information in the dialog box.

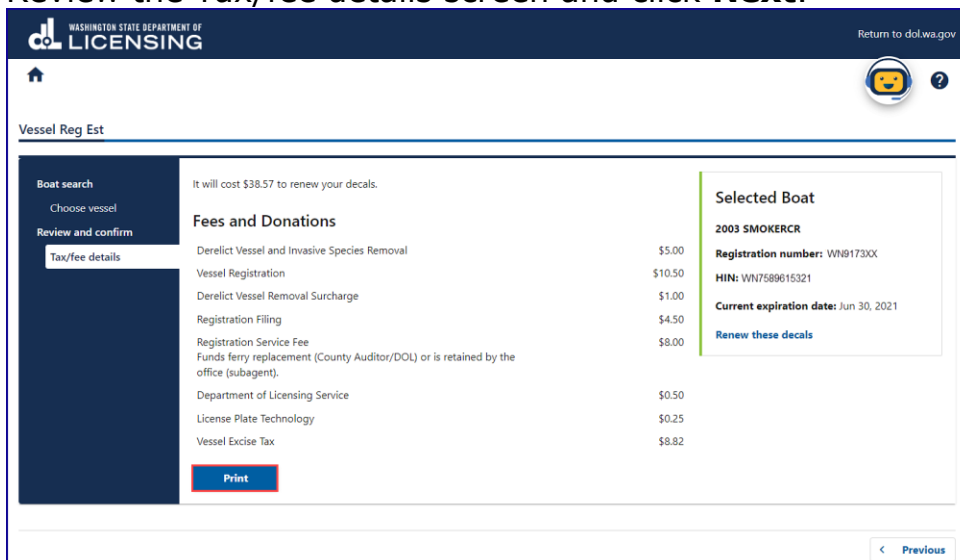
## Estimate Vessel Registration Costs

You can estimate how much it will cost to register your vessel or watercraft in Washington state before completing the transaction at a vehicle licensing office.

1. Access [dol.wa.gov](https://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Estimate boat registration fees** button in the Vehicle Registration section.



4. Enter your registration number as it appears on your registration. Select the appropriate **last name or business name**, or **last 4 characters of VIN** radio button and enter the applicable information. Click the **Next** button.
5. Review the Tax/fee details screen and click **Next**.



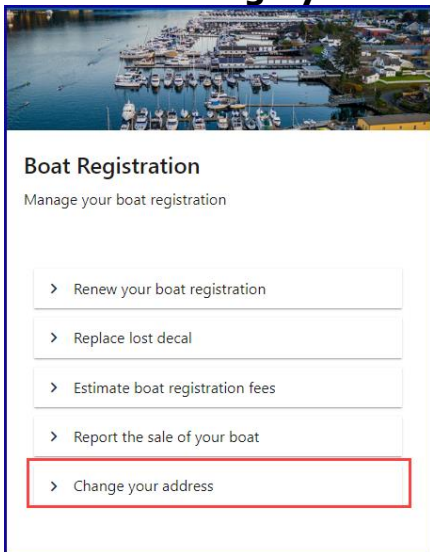
Fees and Donations	
It will cost \$38.57 to renew your decals.	
Derelict Vessel and Invasive Species Removal	\$5.00
Vessel Registration	\$10.50
Derelict Vessel Removal Surcharge	\$1.00
Registration Filing	\$4.50
Registration Service Fee	\$8.00
Funds ferry replacement (County Auditor/DOL) or is retained by the office (subagent).	
Department of Licensing Service	\$0.50
License Plate Technology	\$0.25
Vessel Excise Tax	\$8.82

**Selected Boat**  
2003 SMOKERCR  
Registration number: WN0173XX  
HIN: WN7589015321  
Current expiration date: Jun 30, 2021  
[Renew these decals](#)

## Change your boat address

The registered owner of a vessel can change their vessel address online.

1. Access [dol.wa.gov](http://dol.wa.gov).
2. Click the **Get it done online** button in the Online Services section.
3. Click the **Change your address** button in the Vehicle Registration section.



4. Read the What you'll need page and click **Next**.
5. Click the **Boat** radio button and click **Next**.
6. Enter your registration number, last name or company name, or last 4 characters of VIN, and click Next.
7. Enter your Washington state residential address and click **Next**.
8. Confirm your mailing address and click **Next**.



9. Enter the Email address and Confirm email address to receive an email copy of your receipt, if applicable, and click the **Next** button. Leave the fields blank if you do not want the receipt emailed.
10. Review the Summary and click **Submit** to proceed or **Previous** to make changes.

WASHINGTON STATE DEPARTMENT OF LICENSING

Return to dol.wa.gov

Update Address

Start page

- What you'll need

Vehicle/Boat search

- Which vehicle/vessel?

Address information

- Address type
- Residential address
- Verify residential address
- Mailing address
- Verify mailing address

Receipt options

- Email receipt

Summary

Make sure your information is correct.  
If it's not, go Back to make edits.

Vehicle/boat info :

Vessel : WN6952NM - 1988 GBC Runabout

Residential address :

Address : 405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046

Mailing address :

Address : 1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

< Previous Submit

11. Click the **Ok** button to submit your transaction.