

Non-Photo Instruction Permit Job Aid

Non-Photo Instruction Permit

This job aid is designed to assist you in coaching your customers through the Non-Photo Instruction Permit (NPIP) transaction. Customers must complete the pre-apply process through License eXpress before applying for a Non-Photo Instruction Permit.

Getting Started

Customers must have a DTS Waiver on record and meet the minimum age requirement of 15 years.

After customers log into License eXpress they must do the following:

- 1 Click the **Get your instruction permit** hyperlink. The link displays once the DTS Waiver is on record.
- 2 Review the **What you'll need** section.
- 3 Click the **Next**

Other Information

- The Driver Training School (DTS) sends the waiver, and DRIVES updates the record in real time.
- Non-Photo Permits are valid for one year.
- Non-Photo Permits cost \$25.00



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Troubleshooting the NPIP Process

Identity information
This is the identity information we will print on your new card.

Name : Sunny Fake Day
Birth date : 16-Feb-2005
Gender : Female

Is this information correct?
No

Visit a licensing office to update your information.

Yes
No
Required

Cancel Back Next

Customers must visit a Licensing Service Office if they select **No** on the Identity information screen.

Parent or guardian information
Because your child is under 18, we need your information and approval to issue a license. Please refer to your license/ID card to fill out the following:

WA license/ID card number
Birth date

Parent or guardian certification
 Yes, Stormy Fake Day, certify under penalty of perjury that:
• I'm the parent or legal guardian of this child.
• I authorize the issuance of an instruction permit.
• My child will only drive with a licensed driver with at least 5 years of driving experience.

Parent or guardian information must match exactly as reflected on the driver record.

Check the certification box to move forward.



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Printing the Temporary Document

There are two ways the customer can print their Temporary Document:

1 Click the **Print** hyperlink on the Order Summary screen.

2 Click the **View your temporary license** hyperlink on their License eXpress home page.

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Order Summary Welcome, SUNNY DAY Settings Log Off

Home Order Summary

Order summary

Click the "View more details" link to view additional details about your submission.

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Submissions	Amount	Action	Status
Get your instruction permit <ul style="list-style-type: none">DLN: WDLBZSZG893BCredential type: No Photo Instruction PermitLicense type: Instruction Permit	\$25.00	Print	View more details ✓

3% card payment fee **\$0.75**

Total amount paid is **\$25.75**

Thank you for making your payment. ✓

[Close](#) [View Receipt](#)

Click the **View Receipt** button to print the receipt.

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License Express for Individuals Welcome, SUNNY DAY Settings Log Off

Home

Driver Information

SUNNY FAKE DAY
WDLBZSZG893B

2 [View your temporary license](#)
[You have unread messages](#)

Residential Address:
405 BLACK LAKE BLVD SW OLYMPIA WA
98502-5046

Mailing Address:
405 BLACK LAKE BLVD SW OLYMPIA WA
98502-5046

- Change your address
- Purchase driving record
- Add a vehicle
- Add a boat
- Request a DUI Hearing
- Request a Non-DUI Hearing
- Update email renewal notices
- View messages
- View submissions
- Schedule an appointment

No Photo Instruction Permit

License Status: Licensed [Get your first license](#) [Renew instruction permit](#)
Issued: 07-Jul-2020 [Replace instruction permit](#)
Expires: 07-Jul-2021

