

CHAPTER 7410
DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES DIVISION
DRIVERS' LICENSES AND MOTOR VEHICLE
RECORDS

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7410.0100 DEFINITIONS.

Subpart 1 **Scope.** For the purposes of parts 7410 0100 to 7410.0600, the following terms have the meaning given them.

Subp. 1a **Department.** "Department" means the Minnesota Department of Public Safety, Driver and Vehicle Services Division, and includes those persons appointed as deputy registrars and agents of the department.

Subp 2 **Driver's license and vehicle records.** "Driver's license and vehicle records" includes all applications for

- A drivers' licenses;
- B instruction permits,
- C Minnesota identification cards,
- D motorized bicycle operator permits, and
- E vehicle certificates of title and vehicle registration.

Subp. 3 **Full name.** "Full name" means

A. for drivers' licenses, permits, identification cards, and vehicle certificates of title and registration by an owner who is an individual, an individual's first name, one or more middle names if listed on the primary document, and one or more last names as they appear on a primary document; and

B. for vehicle certificates of title and registration by an owner that is an entity or organization other than an individual, the full name of the sole proprietorship, unincorporated association, partnership, limited partnership, limited liability partnership, corporation, limited liability company, cooperative, business trust, or other private or governmental organization, which is that name attested to by the applicant and either

(1) the name filed or registered with the Secretary of State, or

(2) if no filing or registration has been made or none is required with the Secretary of State, the name listed as the federal taxpayer identification name

Subp. 4. **First name.** "First name" means the name that appears first in an individual's full name or is the individual's first given name

Subp. 4a **Identification card.** "Identification card" means the card issued by the department under Minnesota Statutes, section 171 07, subdivision 3, to provide identification. An identification card does not provide for any driving privileges

Subp. 4b **Last name.** "Last name" means the final name or surname on a primary document. When the final two names are connected with a hyphen, it is both names connected by the hyphen.

Subp. 5 **Middle name.** "Middle name" means

A the name or names between an individual's first name and last name, or

B pursuant to Minnesota Statutes, section 171.06, subdivision 3a, the applicant's last name before marriage

Subp. 6. [Repealed, 23 SR 832]

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Subp. 7 **Owner.** "Owner" has the meaning given in Minnesota Statutes:

A. section 168.011, subdivision 5a, for purposes of vehicle registration, taxation, and sale, and

B. section 168A.01, subdivision 13, for purposes of vehicle certificates of title.

Subp. 8 **Permit.** "Permit" means

A. an instruction permit issued under Minnesota Statutes, section 171.05; or

B. a motorized bicycle permit issued under Minnesota Statutes, sections 171.02, subdivision 3, and 171.05, subdivision 3

Subp. 9 **Person.** "Person" has the meaning given in Minnesota Statutes:

A. section 171.01, subdivision 5, with respect to vehicle registration; and

B. section 168A.01, subdivision 14, with respect to vehicle titles.

Subp. 10 **Primary document.** "Primary document" means a document listed in part 7410.0400, subpart 2, containing an individual's full name and date of birth and verifiable with the issuing entity.

Subp. 11 **Registration.** "Registration" means the issuance of vehicle license plates and tabs according to Minnesota Statutes, chapter 168

Subp. 12 **Residence address and permanent mailing address.** For purposes of drivers' licenses, permits, and identification cards, "residence address" and "permanent mailing address" mean the postal address of the permanent domicile within this state where an individual

A. resides,

B. intends to reside within 30 calendar days after the date of application, or,

C. intends to return whenever absent.

Subp. 13 **Secondary document.** "Secondary document" means a document listed in part 7410.0400, subpart 3

Subp. 14 **Title.** "Title" means the certificate of title issued by the Minnesota Department of Public Safety under Minnesota Statutes, chapter 168A.

Subp. 15 **Vehicle.** "Vehicle" has the meaning given in Minnesota Statutes, section 168A.01, subdivision 24

Statutory Authority: *MS s 14.06; 168.10; 168.105; 168A.04; 168A.24; 171.02; 171.06; 171.061; 171.07; 299A.01*

History: 23 SR 832

7410.0200 PURPOSE AND SCOPE.

Subpart 1. **Purpose.** Parts 7410.0100 to 7410.0600 provide standards for the administration of:

A. Minnesota Statutes, sections 171.02, 171.06, and 171.07, requiring that the full name, date of birth, residence address, and permanent mailing address if different, a description of the licensee, and the applicant's usual signature appear on the driver's license, identification card, or permit;

B. Minnesota Statutes, chapters 168 and 168A, requiring the full name of owners on vehicle registration and title records; and

C. subsequent name changes on these documents

[For text of subp 2, see M.R.]

Statutory Authority: *MS s 14.06; 168.10; 168.105; 168A.04; 168A.24; 171.02; 171.06; 171.061; 171.07; 299A.01*

History: 23 SR 832

7410.0300 NAME, NAME COMBINATION, LENGTH.

Subpart 1. **Full name required.** Except as otherwise provided in this part, the full name is required on drivers' licenses, identification cards, permits, and vehicle title and registration records.

Subp. 2. **Length of full name.** The space provided for recording a full name may not exceed 32 characters and spaces.

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A If the full name exceeds 32 characters and spaces on a new application, it will be truncated by the department in a manner that will permit proper record storage and printing on the license

B If the full name of an individual must be shortened, each middle name will be truncated beginning with the last character of the middle name and proceeding, as necessary, through the second letter of the middle name Each middle initial must be recorded. If the full name still exceeds 32 characters, truncation will continue starting with the last character of the first name and proceeding, as necessary, through the second letter of the first name. The first initial of the first name must be recorded

C If an individual has only one name, that name must be recorded as the individual's last name

D If the individual's first name is unknown, no first name may be recorded.

E Multiple middle names must be recorded with a space separation and, if necessary, according to item B.

F No titles or forms of address such as "Mr" or "Ms" may be recorded

Subp 3 **Name combinations.** If an individual has more than one middle name or more than one last name, the last name must be recorded in combination separated by a hyphen only if that is how it is recorded on the presenting primary document

Subp. 4 **Name difference.** The full name of an individual on a driver's license, permit, identification card, or vehicle certificate of title or registration when the owner is an individual, must be the full name as listed on a primary document unless:

A the applicant submits a document, as specified in part 7410.0500, subpart 2, verifying a name change; or

B the name has been truncated following the policy in subpart 2

Statutory Authority: *MS s 14 06; 168 10, 168 105; 168A 04, 168A.24, 171 02, 171.06, 171 061, 171 07, 299A.01*

History: *23 SR 832*

7410.0400 DOCUMENTATION OF PROOF OF FULL NAME, DATE OF BIRTH, AND IDENTITY.

Subpart 1. **In general.** At the time of application for a driver's license, permit, identification card, or vehicle certificate of title or registration by an owner who is an individual, the applicant shall present a Minnesota driver's license, permit, or Minnesota identification card if one of these has been issued to the applicant

A The Minnesota driver's license, identification card, or permit must not have expired more than one year before it is presented

B If the applicant for a Minnesota driver's license, identification card, or permit possesses a driver's license, identification card, or permit from any another jurisdiction, it must be invalidated and returned to the individual

C The applicant must present one primary document as proof of full name, date of birth, and identity and one secondary document if the applicant cannot present

(1) a Minnesota driver's license, identification card, or permit that is current or has been expired for one year or less, or

(2) a driver's license, identification card, or permit issued by a United States state, the District of Columbia, Guam, Puerto Rico, the Virgin Islands, or a Canadian province or territory that

(a) is current or not expired for more than one year; and

(b) has a color photograph or electronically produced or digitized image of the applicant

D The individual applicant for a vehicle certificate of title or registration shall present one primary document as proof of full name and date of birth

Subp 1a. **Residence address on license, permit, or identification card.** A Minnesota driver's license, permit, or identification card must be issued only to an individual who has a residence address, in the state, at the time of application

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A The applicant must indicate on the application form for a Minnesota driver's license, identification card, or permit, the applicant's residence address in the state

B An individual may have only one residence address where the individual is domiciled at any particular time.

C The residence address of the individual is presumed to continue until the contrary is shown.

D The applicant shall indicate a residence number, street name, street type, directional if any, city or town, state, and zip code

Subp 1b **Physical description.** When applying for a driver's license, identification card, or permit, the individual must indicate on the application form, the individual's height in feet and inches, weight in pounds, eye color, and sex

Subp 2 **Primary documents.** If the applicant for a driver's license, permit, or identification card, or an individual who is applying as the owner for a vehicle title or registration, cannot present a Minnesota driver's license, identification card, or permit that is current or expired for one year or less at the time of application, or a driver's license, identification card, or permit issued by a United States state, the District of Columbia, Guam, Puerto Rico, the Virgin Islands, or a Canadian province or territory that is current or not expired for more than one year and has a color photograph or electronically produced or digitized image of the applicant, then the applicant must present one legible, unaltered, primary document that contains the applicant's full name and date of birth as proof of name, date of birth, and identity, which are described as follows

A A driver's license, identification card, or permit issued by a United States state, the District of Columbia, Guam, Puerto Rico, the Virgin Islands, or a Canadian province or territory that is current or not expired for more than one year may be presented

B A copy of the applicant's certificate of birth certified by the issuing government jurisdiction of the United States, Canada, District of Columbia, Guam, Puerto Rico, or Virgin Islands may be presented if it satisfies the following conditions:

(1) A certificate of birth issued by a hospital or a baptismal certificate is not acceptable

(2) The certified copy of the certificate of birth must bear the raised or authorized seal of the issuing government jurisdiction or a protective equivalent

(3) The certified certificate of birth must be issued by

(a) a government bureau of vital statistics or board of health,

(b) the United States Department of State as a Certificate of Birth Abroad (FS-545, DS-1350), or

(c) a United States embassy as a Report of Birth Abroad of A United States Citizen (FS-240)

(4) Instead of a certified copy of a birth certificate issued by a United States government bureau of vital statistics or by a board of health, an original certificate is acceptable only if it is in the files of the bureau or board and can be readily viewed by the official accepting the application

C A certified copy of an adoption certificate with the applicant's full name and date of birth from a United States or Canadian court of competent jurisdiction that bears the raised court seal or other court certification may be presented

D An unexpired identification card (Form DD-2) issued to the applicant by the United States Department of Defense for active duty, reserve, or retired personnel may be presented

E A valid unexpired passport issued to the applicant by the United States Department of State or by the Canadian government may be presented

F An applicant or owner may present a valid, unexpired passport issued to the applicant from a jurisdiction other than the United States Department of State or the Canadian government with either

(1) a United States Department of Justice, Immigration and Naturalization Service (INS) Arrival and Departure Form I-94 attached, bearing the same name as that on the passport and containing an unexpired endorsement of the alien's nonimmigrant status, or

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- (2) an unexpired I-551 stamp

G An applicant or owner may present one of the following documents issued by the United States Department of Justice, Immigration and Naturalization Service or any subsequent form or version of the documents specified in this item

- (1) Certificate of Naturalization (Form N-550, N-570, N-578),
- (2) Certificate of Citizenship (Form N-560, N-561, N-645),
- (3) United States Citizen Identification card (Form I-179 or I-197),
- (4) Permanent Resident or Resident Alien card (Form I-551 or I-151) that is

valid,

(5) Northern Mariana card (Form I-551 with "Northern Mariana" imprinted instead of "Resident Alien");

(6) American Indian card (Form I-551 with "American Indian" imprinted instead of "Resident Alien"),

(7) unexpired record of Arrival and Departure Form I-94 without a valid passport but stamped "Refugee" with a photo affixed,

(8) employment authorization document with a photograph (Form I-688, I-688A, I-688B, or I-766) that has not expired, or

- (9) unexpired Re-entry Permit/Refugee Travel Document (I-571)

Subp 3 **Secondary documents.** If an applicant for a driver's license, permit, or identification card cannot present a Minnesota driver's license, identification card, or permit that is current or expired for one year or less, or a driver's license, identification card, or permit issued by a United States state, the District of Columbia, Guam, Puerto Rico, the Virgin Islands, or a Canadian province or territory that is current or not expired for more than one year and has a color photograph or electronically produced or digitized image of the applicant, then, in addition to presenting a primary document, the applicant must also present a secondary document, described as follows

A a second primary document listed in subpart 2,

B a driver's license, identification card, or permit that has expired for more than one year but not more than five years, or that is current but without a photograph,

C a certified copy of a court order or judgment from a United States or Canadian court of competent jurisdiction containing the applicant's full name and date of birth and bearing the raised court seal or other court certification,

D a current United States or Canadian government jurisdiction employee photo identification card,

E a certified copy of a certificate of birth issued by a government jurisdiction other than one in the United States, Canada, the District of Columbia, Guam, Puerto Rico, or the Virgin Islands,

F a current identification card or document issued to the applicant by the United States Department of Defense, described as

- (1) DD-1173 series, for dependents of active duty personnel, or
- (2) DD-214, Certificate of Release or Discharge,

G a copy of a marriage certificate certified by the issuing government jurisdiction, or the original certificate only if it is in the files of the issuing jurisdiction and can be readily viewed by the official accepting the application,

H an unexpired permit to carry a firearm or concealed weapon issued by a chief of police in an organized, full-time United States Police Department or by a United States County Sheriff, bearing a color photo of the applicant,

I a current pilot's license issued by the United States Department of Transportation, Federal Aviation Administration,

J a copy of records or a transcript containing the applicant's full name and date of birth certified by the issuing secondary or postsecondary school,

K the certificate of completion containing the applicant's full name, date of birth, and signature issued by a driver education program licensed or certified by the Minnesota Department of Public Safety under chapter 7411,

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L a United States nonmetal social security card or a Canadian social insurance card, or

M a current secondary school student identification card with the student's name, a photograph or electronically produced image of the student, and the student's date of birth or unique student identification number

Subp. 4. Identification of owners other than individuals. The agent or employee applying for a vehicle certificate of title or registration for a person other than an individual must provide a Minnesota driver's license at the time of application if the agent or employee holds one.

Subp. 5 Non-English documents; translation. For all documents submitted to the department in a language other than English:

A. The document must be accompanied by a translation of that document into the English language

B. The translation must be sworn to by the translator as being a true and accurate translation

C. The translator must not be related by blood or marriage to the applicant.

D. The translator must be either:

(1) certified by the American Translators Association,

(2) recognized by the Minnesota Translation Laboratory,

(3) certified by a court of competent jurisdiction,

(4) approved by an embassy or consulate of the United States or diplomatic or consular official of a foreign country assigned or accredited to the United States,

(5) affiliated with or approved by the United States Department of Justice, Immigration and Naturalization Service, or a government jurisdiction within the United States, or

(6) an attorney licensed to practice in the United States or affiliated with that attorney

Statutory Authority: *MS s 14.06, 168 10, 168.105; 168A 04, 168A 24; 171 02, 171.06, 171 061, 171 07, 299A 01*

History: 23 SR 832

7410.0425 ADDITIONAL DOCUMENTATION.

Subpart 1 When required. Additional documentation may be requested by the department if the documents provided by the applicant appear to be altered or fraudulent, or there is reason to believe the applicant is not who the applicant claims to be.

Subp. 2 Refusal. The department may refuse to accept suspected fraudulent documents

Subp. 3 Effect of acceptance. Acceptance by the department of copies of documents or review at the time of application is not acknowledgment of authenticity or veracity of those documents

Subp. 4 Notice of refusal. This subpart applies if an application is not accepted because suspected fraudulent documents were presented at the application site, or an application is accepted at the application site but, upon subsequent review of the documents presented, the department refuses to issue a driver's license, identification card, or permit

A If an application is not accepted because of suspected fraudulent documents, the applicant must be given a written notice when the application is refused at the application site indicating that the applicant is entitled to an administrative review by the department's office of driver evaluation and a judicial review under Minnesota Statutes, section 171 19. The notice must indicate

(1) the location and telephone number of the St Paul driver evaluation office; and

(2) what documents are acceptable for identification and application purposes

B If an application is accepted at an application site and the documents presented are viewed, but fraudulent documents are suspected, the application and a copy of the docu-

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ments presented must be transmitted to the department's driver and vehicle services division for review and verification with the issuing authority

(1) If verification of the presented documents is confirmed, the department shall issue the driver's license, identification card, or permit

(2) If verification of the presented documents is not confirmed by the department within 45 days of the application date, a written notice of refusal must be sent to the applicant to the address on the application form, indicating the department is not able to approve the application

(3) The applicant must be advised on the notice to contact the St. Paul driver evaluation office within 180 days of the date of the notice for an administrative review of the documents presented and of the applicant's right to a judicial review under Minnesota Statutes, section 171.19

(4) If the applicant does not contact the driver evaluation office within 180 days of the date on the notice, the application must be placed in suspense. The application may remain in suspense for up to five years if the department is not contacted by the applicant, after which the application must be destroyed

C The applicant may appear at the department's driver evaluation office in St Paul for an administrative review, or may call the St Paul driver evaluation office at the telephone number indicated on the notice to schedule an administrative review, at an alternate driver evaluation site

(1) The commissioner may seek additional written information from the applicant requesting the administrative review or from an agency or person believed to have information relating to the facts underlying the matter

(2) The applicant may present additional information to the department at the time of the administrative review

D If the department is able to verify the authenticity of presented documents and the applicant's identity as a result of the administrative review, the department shall notify the applicant within 15 days after completion of the administrative review that the application has been approved

E If the administrative review causes the department to refuse to issue the driver's license, identification card, or permit, the applicant must be notified in writing of the refusal within 15 days after completion of the administrative review. The notice shall provide the reasons for the refusal

Subp 5 Title and registration. An owner that is an entity with a name that is not one listed in part 7410.0100, subpart 3, items A and B, may be required to provide evidence to verify the authority of the individual to sign on behalf of the entity if the authority of the individual signing is unknown

Subp 6 Rules of evidence. Authentication of a disputed primary or secondary document may be proved by any of the standards or methods listed in Minnesota Rules of Evidence, Rule 902

Statutory Authority: *MS s 14 06; 168 10, 168 105, 168A 04; 168A 24; 171 02, 171 06, 171 061, 171 07; 299A 01*

History: 23 SR 832

7410.0450 DUPLICATES.

If a driver's license, identification card, or permit is lost, stolen, destroyed, illegible, or mutilated beyond recognition, the applicant for a duplicate must:

A. attest to that fact in writing on the back of the application form, and

B present documentation of full name, date of birth, and identity as required in part 7410 0400 unless an individual's digital image and signature from the previous application is on file with the department and the technology is available to retrieve that information at the application site

Statutory Authority: *MS s 14 06, 168.10, 168 105, 168A.04, 168A.24, 171.02, 171 06, 171.061, 171 07, 299A.01*

History: 23 SR 832

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7410.0500 CHANGE OF NAME.

Subpart 1 **In general.** When a change of name is required by Minnesota Statutes, section 171 11, or requested by an applicant who is an individual, the documentation in subparts 2 and 3 must be presented by the applicant.

Subp 2 **Specific documentation.** If the applicant is required by Minnesota Statutes, section 171 11, or desires to change the last name, add an additional middle name or last name, or change any name

A The applicant must first present a Minnesota driver's license, identification card, or permit that is current or expired for one year or less, or a driver's license, identification card, or permit issued by a United States state, the District of Columbia, Guam, Puerto Rico, the Virgin Islands, or a Canadian province or territory that is current or not expired for more than one year and has a color photograph or electronically produced or digitized image of the applicant.

B If the applicant cannot present a document specified in item A, then the applicant must present a primary and secondary document as specified in part 7410.0400, subparts 2 and 3, to verify the identity of the applicant before the name change

C To verify the name change, the applicant must then present one of the following documents:

(1) a copy of the applicant's certificate of marriage certified by the issuing government jurisdiction,

(2) a certified copy of a court order specifying the name change,

(3) a certified copy of a divorce decree or dissolution of marriage granted the applicant that specifies the name changes requested, or

(4) a certified copy of a United States Department of Justice, Immigration and Naturalization Service, Certificate of Naturalization (Form N-550, N-570) issued to the applicant

Subp. 3. **Last name in place of middle name.** An applicant may use the applicant's last name prior to marriage on the driver's license, identification card, permit, or title in place of the middle name. A certified copy of the applicant's certificate of birth from a United States or Canadian jurisdiction as specified in part 7410.0400, subpart 2, item B, is acceptable as proof of that name

Subp 4 **Title, registration, name changes for person other than individual.** To change the owner's full name on a vehicle title or registration:

A for a person other than an individual, the owner must present to the department

(1) the index receipt number where the change of name is registered or filed with the Secretary of State, or

(2) the name listed as the federal taxpayer identification name if no filing or registration has been made or none is required with the Secretary of State, or

B for an owner that is an entity other than those listed in part 7410.0100, subpart 3, items A and B, the owner must present to the department the name of the entity attested to by the applicant

Statutory Authority: *MS s 14 06, 168 10, 168.105; 168A 04, 168A.24, 171 02, 171 06, 171 061, 171 07, 299A 01*

History: 23 SR 832