Instructions

Please complete the following instructions to prepare a letter to the Virginia DMV to request a waiver for the “second form of identification” driver’s license requirement. **The letter template is below on pages 2 and 3 of this document.**

1. Use Find/Replace to search for the left bracket character “[“.

2. Replace tags within brackets, e.g., [G5 NATIONALITY], with correct information for your situation, e.g., Filipino.

3. Repeat for all instances of the left bracket character.

4. Reread the letter in entirety. Your situation may require further editing the template, e.g., if your G5 does not have an international driver’s license, paragraph 7 must be amended.

5. Print the letter, sign it, and support it with copies of all supporting documentation to the number printed on the letter.

SCROLL DOWN TO REVIEW THE TEMPLATE!
January 12, 2011

SENT BY FACSIMILE
(804) 367-0374

Virginia Department of Motor Vehicles
Exceptions Processing Group (Room 301)
P.O. Box 27412
Richmond, VA  23269

Re: Petition for Exception for Virginia Driver’s License for [G5 NAME], [G5 NATIONALITY] National and G-5 Visa Holder

Ladies and Gentlemen:

1. I am writing in support of a petition for an exception to the requirement of providing a specified second form of identification for my domestic employee, [G5 NAME], in connection with [her/his] application for a driver’s license.

2. I am a national of [G4 NATIONALITY] and an employee of The World Bank Group, and I am present in the United States under a G-4 visa. I have attached a letter verifying my employment. I am a resident of Virginia, living at [G4 ADDRESS, CITY, STATE, ZIP].

3. Since [START DATE OF G5 EMPLOYMENT], [G5 NAME], born [G5 DATE OF BIRTH], a national of [G5 NATIONALITY], has been employed by me as domestic employee and has been living [at my residence –or– G5 ADDRESS IF LIVE-OUT].

4. Earlier this year, [G5 NAME] presented [him/herself] to apply for a Virginia driver’s license at the DMV located at [DMV ADDRESS, CITY] and attempted to establish [her/his] identity by presenting (i) a national passport; (ii) the G-5 visa issued by the United States Embassy in [G5 VISA ISSUANCE LOCATION]; (iii) a U.S. social security card; and (iv) proof of residence in Virginia.

5. [OPTIONAL PARAGRAPH: EDIT AS NECESSARY]In addition, [G5 NAME] also had available for inspection (v) a driver’s license issued in [G5 NATIONAL DRIVERS LICENSE COUNTRY]; (vi) the corresponding international driver’s license; and (vii) a national identification card issued by [G5 NATIONAL IDENTITY CARD COUNTRY].
6. [She/he] was not permitted to take the driver’s test for failure to present sufficient documentation for identification, in particular a qualifying second form of identification.

7. I understand that it is possible to petition for an exception to this requirement. In support of such a petition, and in order to permit [G5 NAME] to take the tests for a Virginia driver’s license, I am submitting copies of the following documentation:

   a. Immigration identification for myself in the form of: (i) the information page of my passport; (ii) my G-4 visa; and (iii) my current I-94 card;
   b. My Virginia driver’s license;
   c. Immigration identification for [G5 NAME] in the form of: (i) passport information pages; (ii) G-5 visa; and (iii) current I-94 card;
   d. Letter from United States Department of State confirming visa status of [G5 NAME];
   e. [G5 NAME]’s United States social security card;
   f. A bank statement for [G5 NAME]’s account with [BANK NAME], sent to [her/him] at [G5 ADDRESS], as proof of Virginia residence;
   g. [G5 NAME]’s national driver’s license;
   h. [G5 NAME]’s international driver’s license; and
   i. [G5 NAME]’s national identification card.

8. Once the exception is granted, [G5 NAME] intends to apply for a Virginia driver’s license at the DMV located at [DMV ADDRESS, CITY].

9. Please feel free to contact me at [G4 OFFICE PHONE] (office), [G4 OFFICE FAX] (office fax) or [G4 INTERNET EMAIL ADDRESS] (e-mail) with any questions regarding this matter. You can reach [G5 NAME] at [G5 PHONE NUMBER].

   Respectfully submitted,

   [G4 NAME]

Verification of Employment
Enclosures (as identified in paragraph 7 above)