

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.

license express WASHINGTON STATE DEPARTMENT OF LICENSING Manage other DOL services

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

Valid Without Photo

License Status: Licensed [Get your first license](#)

Issued: 07-Jul-2020
Expires: 07-Jul-2021

- Renew instruction permit
- Replace instruction permit

