

Customer Pre-Registration  
Log on to <https://mydmv.colorado.gov/>

1. Starting from the Home page, click “Apply for a driver license/ID”
2. Read Eligibility section then click “Next”
3. At the Driver Information page, click “NO”; enter your child’s date of birth, then click “Next”
4. Select “Instruction permit” then click “Next”
5. Enter Driver Information: (students full name and residential/home address):
  - a. Click “Click to Verify Address”
  - b. Click “Verified” then click “Next”
6. Mailing Address: Is address different from residential/home? Yes or No (most will select “No”) then click “Next”
7. Prior out of state license/permit: Yes or No (most will select “No”) then click “Next”
8. Emergency contact: For a minor, you should select “Yes”
  - a. If “Yes”, fill out emergency contact information then click “Next”
  - b. If “No”, then click “Next”
9. Demographic (for the new driver): once completed click “Next”
10. Documents to Bring: US citizen or permanent resident: Yes or No (most will select “Yes”) then click “Next”
11. Required Documents: on this page, most will not have any of these documents. If you don’t, check the box “I don’t have any of these documents” then click “Next”
12. Required Documents: for “Name” most will select “Birth Certificate State/County”. Once you select “Birth Certificate”, it will auto generate for Name, Date of Birth and Lawful Presence. (It should look like this when filled out):
  - a. Name: Birth Certificate
  - b. Date of Birth: Birth Certificate
  - c. Identity:
  - d. Lawful Presence: Birth Certificate
13. Required Documents: For Identity: select “Parent/Guardian Affidavit” (the DMV will have you fill this out when you go) then click “Next”
14. Required Documents: Social Security Number. Chose which document you will use then click “Next”
15. Required Documents: Colorado Address #1 and #2: This is proving the parents reside in Colorado. Select two documents then click “Next”
16. Required Documents: Verify the documents you selected and if accurate, click “Next”
17. Electronic Renewal Reminder: Select “Yes” or “No”. If selected “Yes” fill out the appropriate information then click “Next”
18. Confirmation Letter: Enter and re-enter your email address then click “Next”
19. REVIEW the information that was entered and if accurate click “Submit”. If changes are required, click “Previous” to go back and update
20. Provide the Driving School the Confirmation Number or if the customer is going straight to the DMV, provide the DMV employee the Confirmation Number.