



Application for Chauffeur Permit Replacement

Instructions: This application is intended for Chauffeurs that are seeking replacement of an existing permit. Please use Form RC-CP-100 if you are interested in obtaining a Chauffeur Permit or are renewing an expiring Chauffeur Permit.

Please complete this application in its entirety and submit to DDS via one of the methods specified on page 2 if you are seeking a replacement permit. In addition to completing this application, you must also submit the following materials:

- A \$ 15.00 cashier's check or money order made payable to the Georgia Department of Driver Services.
- A current color photograph, 2" x 2" in size. (Please ensure you are not wearing white shirt in the photo)
- A photocopy of your current Georgia driver's license. Please be advised that the address on your Georgia driver's license must be current and must match address on this application. You may update your address online at www.dds.ga.gov. Chauffeur Permits are mailed to the home address unless another mailing address is noted on the application.
- Applicants that are not citizens of the United States must submit proof of lawful presence with application. The Chauffeur Permit will only be issued for the period of time reflected on the immigration documents and will expire accordingly.

Remember, the Department of Driver Services cannot process incomplete applications. If any of the above-referenced items is missing, it will delay processing time.

SECTION 1: Applicant Information

Last Name		First Name	Middle Name	Suffix
Date of Birth		Driver's License #	State	Social Security #
Chauffeur Permit #		Permit Issue Date	Permit Expiration Date	
Home Address		City	State	Zip Code
Mailing Address <input type="checkbox"/> Same as above		City	State	Zip Code
Contact Telephone Number		Email Address		

SECTION 2: Limousine Company Information

Limousine Company		Company Phone		
Company Address		City	State	Zip Code
Company Website		Company Email Address		



SECTION 3: Applicant Affirmation

3.1 Are you a United States citizen?

Yes No

3.1.1 If you answered "No" to question 3.1, are you legally present in the United States?

Yes No

NOTE: Acceptable proof of citizenship or lawful presence is required and must be submitted with the application. The Chauffeur Permit will only be issued for the period of time reflected on the immigration documents and will expire accordingly.

I certify that I am surrendering my previous Chauffeur Permit. (Attach previous permit)

I certify that I am unable to surrender my previous Chauffeur Permit for the following reason(s):

It has been seized by an enforcement officer

It has been lost, stolen, or destroyed

It has been previously surrendered to a court or DDS

Other _____

Under penalty of law, I do hereby swear or affirm that all the information that I have provided herein is complete and accurate.

I understand that to knowingly make a false statement or conceal a material fact in this application shall result in the denial of my application, the cancellation of my certification (if applicable), and criminal charges being brought against me.

Print Name

Legal Signature

Date

You may submit your completed Replacement Application:

By Mail

**Georgia Department of Driver Services
Regulatory Compliance Division
Attention: Chauffeur Permits
2206 East View Parkway
Conyers, Georgia 30013**

-OR-

In Person

**Conyers Customer Service Center
2206 East View Parkway
Conyers, Georgia 30013**

Please call (678) 413-8745 or (678) 413-8746 in advance.

An application drop box is also available at the entrance of the Conyers Customer Service Center from Tuesday to Saturday, during normal center hours.

IMPORTANT NOTICE

Please be mindful that the most commonly omitted items from the Limousine Chauffeur Replacement Application are:

- Valid Immigration Documents (Non-U.S. Citizens)
- 2”x 2” photo taken within the last 30 days
- \$15 application fee
- Current Driver’s License (address on Driver’s License must match the address on Chauffeur Application)

NOTE: Incomplete applications or applications lacking the necessary paperwork will result in your application not being processed or create a delay in processing time.