





## INSTRUCTIONS TO COMPLETE PETITION FOR VARIANCE FORM

Step 1: Provide your full legal name and residence address in Section A. If you have previously had a Minnesota driver's license or identification card, please include the number in Section A.

Step 2: Explain why you are requesting a variance. Include reasons why you are unable to obtain a primary and secondary identity document as required under Minnesota Statutes (171.06) and Minnesota Rules (7410.0100 to 7410.0600) in Section B. Attach additional pages if needed.

Step 3: List supporting documents and additional information regarding name and identity. For birth and marriage certificates, please list the county or city along with state or country where the birth or marriage took place. Please list this information on your variance petition form even if you are not submitting a birth or marriage certificate with your petition (*Section C*).

**Attach readable photocopies of all supporting documents. Documents not written in English must be translated and include a completed and signed Certificate of Translation form (PS33210)**

*(For example: documents showing: date and place of birth, military service information, social security number, immigration information, marriage certificates, school records or any arrest information).*

Step 4: Mail form with nonrefundable \$10 fee to: Driver and Vehicle Services, DVS Variance Request, 445 Minnesota Street, St. Paul, MN 55101-5183. Personal checks (not starter checks), cashier's checks, or money orders are acceptable. Checks or money orders are payable to: Driver and Vehicle Services. **Please do not send cash.**

Minnesota Statutes, sections 14.055 and 14.056, or Minnesota Rules, part 7410.1810 require all the information requested on this form. **If incomplete, your petition will be automatically denied.**

If you have questions or need additional information, please contact DVS at (651) 215-1181.

**Note:** Contact the city, county, state, or federal agency that initiated the document if you no longer have the original copy. You must make a reasonable attempt to obtain documents from these jurisdictions before submitting a petition for a variance. If you are unable to obtain documents from these authorities, please provide documentation from the jurisdiction stating that the documents are not available.

### Proof of Residency – REAL ID only

**Proof of residency is required.** In addition to proof of identity, date of birth, and social security number (or federal equivalent), you must provide two documents to prove your Minnesota residency. Refer to the REAL ID handout on the DVS website, [drive.mn.gov](http://drive.mn.gov).

### Documenting Proof of Name, Date of Birth and Identity

If you cannot present one primary document and one secondary document as proof of full name, date of birth, and identity (*See Identification Requirements List*) you may provide other documentation for review. (For example: documentation showing; date and place of birth, place of residence, military service information, social security number, immigration information, marriage certificates, school records, or any arrest information.)

**Full name required.** Your full name is required on your driver's license, permit, or identification card.

**"Full name" means:** 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.

**Evidence required for name change.** If you have changed your legal full name as it appears on the presented primary document you must also present legal name change documents.

To verify the name change, you must 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; or
- (3) A certified copy of a divorce decree or dissolution of marriage granted the applicant that specifies the name changes requested from a court of competent jurisdiction.



MINNESOTA DEPARTMENT OF PUBLIC SAFETY  
DRIVER AND VEHICLE SERVICES

**Tennessee Notice:**

**What is the purpose of supplying the requested information?**

Driver and Vehicle Services (DVS) collects the information on this form to evaluate your petition for a variance under Minnesota Statutes, section 171.071, subdivision 4, and sections 14.055 to 14.056, and for record keeping purposes as required by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

**Am I legally required to provide the requested information?**

You are not legally required to complete this form.

**What will happen if I do not provide the requested information?**

You can refuse; however, DVS will consider the petition incomplete and will not grant the requested variance.

**Who will have access to the requested information?**

DVS may disclose personal information when it relates to the operation or use of a vehicle or to public safety. The use of personal information relates to public safety if it concerns the physical safety or security of drivers, vehicles, pedestrians or property. The personal information you provide is classified by 18 U.S.C section 2721 and the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and is subject to disclosure in accordance with these laws. The information you provide may also be shared upon court order or provided to the state or legislative auditor.