



# Illinois Driver's License Teen Checklist

## 1. THE DRIVER EDUCATION PROCESS

Students may enroll in a driver education course such as Top Driver whose classroom end date is on or after their 15<sup>th</sup> birthday.

According to the Secretary of State regulations:

- A complete driver education course includes:
  - 30 hours of classroom instruction.
  - 6 hours of behind-the-wheel instruction.
  - 6 hours of in-vehicle observation - unless the student enrolls in a program with 8 or more hours of in- vehicle training whereby the observation requirement is waived.
- A student may miss a maximum of 4 classes, but each class must be made up; if the student misses more than 4 classes, he or she must re-enroll and the entire classroom training must be started over. *\*\*Any deviation from the original class dates or times is considered a missed class by the Secretary of State\*\*.*
- A student can take no more than 2 hours of classroom and 1½ hours of in-vehicle training per day. Top Driver offers driving lessons in 1 hour blocks of time.

## 2. LEARNER'S PERMIT

To receive a Learner's Permit, a student must:

- Be at least 15 years of age.
- Be enrolled in an approved driver education program and obtain a permit application from a certified driver education school such as Top Driver.
- Bring the following to the Secretary of State branch office:
  - Original or certified birth certificate.
  - Social Security Card
  - A second form of identification such as a passport.
  - The Permit application signed by a parent or guardian and a driver education instructor.
  - Proof of residency such as (but not limited to): a piece of mail with the parent/legal guardian name, picture ID from the student's school, or a school transcript with the student's name and address.
  - Glasses or contacts, if they wear them.
  - The required fee.
- Pass a vision and a written knowledge test at a Secretary of State branch office.



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## LEARNER'S PERMIT continued

### ■ The Permit:

- Allows the student to drive while supervised by a parent or adult and subject to restrictions (see below).
- Is valid for two years.
- Must be held for a minimum of nine months.
- Student must be in possession of the permit during all practice driving or behind-the-wheel training sessions.

### ■ Permit restrictions:

- The student may not drive between the hours of 10 pm – 6 am Sunday thru Thursday or 11 pm – 6 am Friday thru Saturday.
- The number of immediate family passengers is limited to one in the front seat and to the number of seat belts in the back seat.
- During the permit phase and first year of initial licensing the student's passengers are limited to one non-immediate family member under the age of 20.
- Student must not acquire any driving convictions during the nine-month permit phase.
- Cell phone use while driving is prohibited except in the case of an emergency to contact a law enforcement agency, health care provider, or emergency services agency.

## 3. PRACTICE DRIVING

- To obtain a License, a student must log at least 50 hours of driving with a parent or adult, including 10 hours of night driving.
- This is a *minimum* requirement; Top Driver encourages parents to continually assess their teen to determine how many *more* hours of practice driving *their teen* would require.
- The parent/adult must be at least 21 years of age and must have held a License for at least one year.



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## 4. CERTIFICATE OF COMPLETION

A Certificate of Completion issued by the Secretary of State is required for the student to test for his or her driver's license when they are 16 years of age and have met all permit requirements.

- Top Driver applies for the Certificate of Completion with the Secretary of State upon:
  - Student's completion of all classroom and in-vehicle training (including required observations), and
  - Receipt of the student's Grade Verification Form
- The Grade Verification Form should be submitted to Top Driver upon the first class to avoid delays in processing of the Certificate of Completion /License.
- Once all classroom and in-vehicle training has been completed/verified and the Grade Verification Form has been received, the Certificate of Completion normally will take 10 – 15 business days to be processed by the Secretary of State.
  - Students can check their Top Driver Signals account to identify when the request for the Certificate of Completion was filed.
  - Students can then check the Secretary of State's website to determine when their Certificate of Completion has been processed: <https://www.ilsos.gov/deccheck/>. Please note that the Secretary of State does not automatically mail the Certificate of Completion however once the information has been processed in their database the student is eligible to apply for their driver's license



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## 5. DRIVER'S LICENSE

To test for and receive his or her Driver's License, a student must:

- Be at least 16 years of age.
- Have held his or her Learner's Permit for at least 9 months.
- Have completed a driver education program at an approved school such as Top Driver.
- Have completed and logged at least 50 hours of practice driving with a parent or adult, including 10 hours of night driving.
- Confirm eligibility for licensure via the Secretary of State's website: <https://www.ilsos.gov/deccheck/>.
- Bring the following to the Secretary of State branch office on the testing day:
  - Learner's Permit
  - Affidavit from the student's parent or guardian attesting to the completion of at least 50 hours of practice driving, including 10 hours of night driving.
  - Original or certified birth certificate.
  - Social Security Card
  - A second form of identification such as a passport
  - Proof of address (e.g. a bill with the student's name, school transcripts with the student's address).
  - A Certificate of Residency must be completed by a parent/guardian at the Secretary of State's branch office in front of their personnel. Parents/guardians need proper personal identification (e.g. a driver's license). The certificate is provided by the Secretary of State.
  - Insurance card for the student's test vehicle.
- Pass a driving test in a vehicle provided by the student that is legally equipped, in safe/clean condition and properly registered and insured.

## OTHER FACTS

- An appointment isn't necessary for the road test, but we recommend you call the Secretary of State branch office to check their schedule, as testing is not always available all day or every day.
- If the parent accompanies the student on the testing day, they can provide their own proof of address.
- For the first 12 months of licensing or until the student turns 18, whichever comes first, the number of passengers is limited to one person under age 20, unless the additional passenger is a sibling of the driver. After this period, the number of passengers is limited to one in the front seat and to the number of seat belts in the back seat.
- All passengers aged 15-20 can be ticketed for being an extra passenger in a vehicle.
- A teen driver with a Learner's Permit must have a clean driving record for nine months to obtain a



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Graduated Driver's License.