LICENSE EXPRESS FOR INDIVIDUALS

E-Services Account User Guide
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License eXpress For Individuals

With License eXpress (LX) for individuals you can renew or replace your:

- Tabs and decals for your vehicles, boats and trailers
- Driver license or Enhanced driver license (you must use LX to complete driver license transactions online)
- ID card or Enhanced ID

Stay up-to-date by knowing when:

- Your tab or decal renewal is due
- Your driver license or ID card expires

More features offered to you in LX

- Find out how much your tabs will cost before renewing
- Purchase your drive record
- Replace your driver license or ID card
- Sign up, update, or remove your email renewal reminders we send you for your vehicle or boat.

Register for your License eXpress account

If you do not already have a LX account you can register for one using the following process.

1. Go to secure.dol.wa.gov
2. Click the Join now! button.
3. Select License eXpress for individuals and click Continue.
4. Enter your **First name**, **Last name**, and click **Continue**.

![License eXpress for individuals - Step 1 of 4](image)

5. Enter **Username**, enter **email**, **confirm email**, and click **Continue**.

![Registration - Step 2 of 4](image)

6. Enter a **Password**, **Confirm password**, and click **Register me**. Passwords must have 10 characters and at least 3 of the following: A number, special character ($ % #), upper case letter, and lower case letter.

![Registration - Step 3 of 4](image)
7. Department of Licensing sends you an email to the address you provided. Check your email and click on the activation hyperlink. If you do not click on the activation hyperlink, the account will be inactive and you will be unable to login until this step is completed.

8. You have successfully activated your account. Enter your **Username** and **Password** to login to manage your account.
Reset Your Account Password

If you forgot your password to your account, follow the process below to reset your password. You need to wait 20 minutes before completing this process when your account is locked.

1. Go to secure.dol.wa.gov.

2. Click the I forgot my password hyperlink

3. Enter your Username, enter the Email address we have on file for you, and click the Reset my password button.

4. Department of Licensing sends you an email to the address you provided. Click the Back button to return to the login screen.
5. Check your email account. The new temporary password displays in the email. Do not copy and paste the new password when logging in, it must be typed.

Your License eXpress account password has been reset. Go to https://test-secure.dol.wa.gov/home
Do not copy and paste this password. It must be typed.

Y1X5N3J6Y1

Note: If your account has been locked please wait 20 minutes before logging in with the new temporary password.

Thank you,
If you need assistance, please email: onlineserviceshelp@dol.wa.gov

To make sure you receive our emails, please set your email filter to accept email from noreply@dol.wa.gov

6. Wait 20 minutes before logging in with the new temporary password, if your account is locked.

Add Driver License or ID to your License eXpress Account
Now that you have registered and activated your account, you can login to manage your account and services.
Complete this process if you already have a Washington state driver license or ID card. Pre-Apply for your First Washington Driver License or ID Card, if you do not already have one.

1. Go to secure.dol.wa.gov.

2. Enter your Username, enter your Password, and click the Login button

<table>
<thead>
<tr>
<th>Already joined?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please login to manage your account.</td>
</tr>
</tbody>
</table>

Username

Password

Login

I forgot my username
I forgot my password
3. Click the **LX: Manage my personal driver license, ID card, vehicle, and boat licenses** hyperlink. This hyperlink will only show the first time you login after the account has been activated.

<table>
<thead>
<tr>
<th>Manage my account and services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>License eXpress: Account and services</strong></td>
</tr>
<tr>
<td><strong>Account settings</strong></td>
</tr>
<tr>
<td>View or update password, email address, etc.</td>
</tr>
<tr>
<td>You attempted to access a service you aren't registered for or isn't allowing access. If the service is in your list, remove it and re-register as needed.</td>
</tr>
<tr>
<td><strong>My services</strong></td>
</tr>
<tr>
<td>LX: Manage my personal driver license, ID card, vehicle, and boat licenses</td>
</tr>
<tr>
<td>Remove</td>
</tr>
<tr>
<td>Join other DOL services</td>
</tr>
</tbody>
</table>

4. Answer the following questions and click the **Next** button.
   a. Are you a WA resident?
   b. Have you ever had or do you currently have a WA driver license, permit, or ID card?
5. Answer the following questions and click the **Next** button:
   a. Enter **First name** (if no first name, click the **I don’t have a first or middle name** hyperlink)
   b. **Middle name** (if no middle name, click the **I don’t have a first or middle name** hyperlink)
   c. **Last name**
   d. **Preferred name** (if applicable)
   e. Select a **Suffix** (if applicable)
   f. **Date of birth**
   g. **Social Security Number** (if no SSN, click the **I don’t have a Social Security Number** hyperlink)
   h. **Driver license or ID card number**

6. Select **Preferred phone type**, enter **Phone number**, and click **Next**.

7. Review the summary page information. Click **Submit** When you are ready to proceed.
Pre-Apply for Your First Washington License, Permit, or ID Card

When you log in for the first time after registering your account, you will immediately start the pre-apply process. This process is for someone who does not already have a Washington state driver license or ID card. If you already have a WA state driver license or ID card, you will follow the shorter process to Add Driver License or ID to your License eXpress Account.

1. Login to License eXpress secure.dol.wa.gov.

2. Answer the following questions and click the Next button.
   a. Are you a WA resident?
   b. Have you ever had or do you currently have a WA driver license, permit, or ID card?
   c. What would you like to apply for?
   d. Would you like a standard driver license/ID or an enhanced driver license/ID?
3. Answer the following information and click the **Next** button:
   a. **First name.** If you don’t have a first name, click the **I don’t have a first or middle name** hyperlink, click the **I do not have a first name** box, and click **OK**.
   b. **Middle name.** If you don’t have a middle name, click the **I don’t have a first or middle name** hyperlink, click the **I do not have a middle name** box, and click **OK**.
   c. **Last name**
   d. **Preferred name** (if applicable)
   e. **Suffix** (if applicable)
   f. **Date of birth**
   g. **Social Security Number.** If you don’t have a SSN, click the **I don’t have a Social Security Number** hyperlink, select a **Reason for not providing Social Security #**, and click **OK**.

4. Select **Preferred phone type**, enter **Phone number**, and click **Next**.
5. Enter Feet, enter Inches, enter Weight, select Gender, select Eye Color, answer the corrective lenses question, and click Next.

6. Complete the following information and click the Next button:
   a. Street address
   b. City
   c. Zip code
   d. Is this also your mailing address? If you select No, you have an opportunity to enter your mailing address in a later section.
7. Select the radio button to verify your address and click the **Next** button.

![Confirm your address](image1)

8. Answer the following questions and click the **Next** button:
   a. **Would you like to vote or update your voter registration?**
   b. **Are you a twin or a triplet?**
   c. **Would you like to register to vote or update your voter registration?**

![Registration options](image2)

9. Read the Registration certification, click the **checkbox** to certify the statements are true, and click **Next** if you registered to vote in the previous section.

![Registration certification](image3)
10. Answer the following questions and click the **Next** button:
   a. What is your mother’s maiden name?
   b. What is your military status?
   c. Are you a veteran?
   d. Has your driver license or driving privilege ever been suspended, revoked, cancelled, or denied?
      i. If Yes, **What year did this occur?**
      ii. If Yes, **Why?**
      iii. If Yes, **What Country?**
11. Answer the following questions, if applicable, and click the Next button:
   a. Have you ever had or do you currently have a driver license, permit, or ID card from another jurisdiction? Additional questions will populate if you answer Yes.
   b. Do you have this card in your possession? Additional questions will populate if you answer Yes.
   c. Type of Driver License or ID
   d. Issuing jurisdiction
   e. Issue date
   f. Expiration date
   g. Name as it appears on card
   h. Driver license or ID number
   i. Is this a photo document?
   j. Is this a temporary document?
   k. Is this an enhanced card?

12. Click the Select document form list button or check the checkbox for I don’t have any of the documents in this list. Click the Select hyperlink, and click OK in the Documents list pop out window. Click this hyperlink to visit the DOL website, for a list of acceptable proof documents.
13. Enter the **Document ID** for the document you selected, if applicable, and click **Next**.

14. Click the **Select document from list** button or check the checkbox for **I don’t have any of the documents in this list**, if applicable. Click the **Select** hyperlink, and click **OK** in the Documents list pop out window. If you entered your driver license information for step 12h above, then you will not have this section to complete.
15. Enter the **Document ID**, enter any other applicable information, and click **Next**.

16. Review the summary page information. Click **Submit** when you are ready to proceed.

17. Click the **Print** button to print your pre-application. The pre-application contains your **WA state license, permit, or ID number**. The number is 12 characters and starts with the “WDL”. The document will open as a PDF in a separate window or tab. Click the **Continue** button to go to your homepage.
Change Your License or ID Card Address

You can change your residence address for your WA driver license, permit, or ID card. If you have a separate mailing address, you can add or change it from your license eXpress account. There is no cost to change your address unless also request a new driver license, permit, or ID card to reflect the new address.

1. Login to License eXpress [secure.dol.wa.gov](http://secure.dol.wa.gov).
2. Click the Change your address hyperlink.

3. Read the What you’ll need page and click Next.
4. Select Yes or No to the resident address up to date question. If you selected No, complete the additional fields. Click the Next button.

5. Confirm your address is correct and click Next.
6. Select Yes or No to the mailing address question. If you selected No, complete the additional fields. Click the Next button.

<table>
<thead>
<tr>
<th>Current residential address</th>
<th>Current mailing address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1125 WASHINGTON ST SE OLYMPIA WA 98501-2283</td>
<td>No mailing address (same as residential)</td>
</tr>
</tbody>
</table>

**Mailing address**

Is your mailing address up to date?

- Yes
- No

<table>
<thead>
<tr>
<th>Street address</th>
<th>Street 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit type</th>
<th>Unit</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>Zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA - WASHINGTON</td>
<td>Required</td>
</tr>
</tbody>
</table>

7. Confirm your address is correct and click Next.

**Confirm your address**

You entered this address:

PO BOX 1121 OLYMPIA WA 98502 USA

This is the verified address we will use:

**Address Option**

PO BOX 1121 OLYMPIA WA 98507-1121 USA

8. Select Yes or No to the Register to vote question. If you selected Yes, read the certification section, click the checkbox to certify the statements are true and correct, and click Next. If you selected No, click the Next button.

**Register to vote**

Do you want to register to vote or update your voter registration?

Please select an option below.

- Yes, We'll send your information to the Secretary of State
- No
- No, I'm already registered

If you knowingly provide false information on this voter registration form or knowingly make a false declaration about your qualifications for voter registration you will have committed a class C felony that is punishable by imprisonment for up to 5 years, a fine of up to $10,000 or both.
9. Review the summary page information. Click Submit when you are ready to proceed.

10. Click the Print button to print the transaction confirmation or click the Continue button to return to your homepage.

**Purchase Driving Record**
You can purchase your own driving record through your license eXpress account. The drive record costs $13 and the fee is non-refundable. Once you purchase the drive record it is available for 30 days to view or print from your account.

1. Login to License eXpress [secure.dol.wa.gov](http://secure.dol.wa.gov).

2. Click the Purchase a driving record hyperlink.

3. Read the What you’ll need page and click Next.

4. Select the type of driving record and click Next.

5. Review the Fee details page and click Next.
6. Review the summary page information. Click the **Payment** button when you are ready to proceed.

7. Click the **Pay with Bank Account** button or **Pay with Debit/Credit Card** button on the Order summary page.

**Order summary**

We’ve stored your order, but a payment is required. Please review the information below and select a payment option at the bottom of the page.

<table>
<thead>
<tr>
<th>Submissions</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Request driving record</td>
<td>$13.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

Total amount due is **$13.00**

![Order summary screenshot](image)

**Purchase Driving Record - Pay with Bank Account**

1. Complete the following sections and click **Submit**.
   a. **Bank Account Type**
   b. **Routing Number**
   c. **Account Number**
   d. **Confirm Account Number**
   e. **Save this payment channel for future use**
   f. **Confirm Amount**

   ![Bank Account information screenshot](image)

2. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.

   ![Submit Your Transaction screenshot](image)
3. Click the Print hyperlink on the Order summary page to print the Drive Record. Click the View Receipt button to view or print your receipt. Your computer settings must allow pop ups as the drive record will open as a PDF in a separate window or tab. Click the Close button to return to your account homepage.

Order summary
Click the “View more details” link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$13.00</th>
<th>Print</th>
<th>View more details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request driving record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Record Type: Full</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is $13.00

Thank you for making your payment.

Purchase Driving Record- Pay with Debit/Credit Card
1. Complete the following sections and click Next.
   a. Name (as it appears on your card)
   b. Country
   c. Address (as it appears on your card statement)
   d. City
   e. State
   f. Zip Code

Enter your credit card information.

Name
As it appears on your card
Country
United States
Address
As it appears on your card statement
Apartment number or suite
City
State
Washington
Zip code
2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter the Card verification code, and click Submit.

   - Credit card information
     - Card type
       - Visa
       - MasterCard
       - American Express
     - Credit card number
     - Expiration date
       - Month
       - Year
     - Card verification code
       - What’s this?

3. Read the information in the dialog box. Click OK to certify under penalty of perjury that the foregoing is true and correct.

   - Submit Your Transaction
     - Submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

4. Click the Print hyperlink on the Order summary page to print the Drive Record. Click the View Receipt button to view or print your receipt. Your computer settings must allow pop ups as the drive record will open as a PDF in a separate window or tab. Click the Close button to return to your account homepage.

   - Order summary
   - Total amount paid is $13.00
   - Thank you for making your payment.
5. Click the View your purchased driving record hyperlink if you need to access the drive record again. You have 30 days from the date of purchase to access the record.

Add a Vehicle to your LX Account
If you are the registered owner of a vehicle, you can add your vehicle to your license express account.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the Add a vehicle hyperlink.
3. Select the License Plate or VIN button to search. Enter the license Plate # or Vehicle Identification Number (VIN) in the appropriate field and click Next.
4. Review the summary page information. Click Submit when you are ready to proceed.
5. Click the Print button to print your transaction confirmation or click Continue to return to your account homepage.
Add your Boat to your LX Account
If you are the registered owner of a boat, you can add your boat to your license express account.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the Add a boat hyperlink.
3. Select the HIN or Registration button to search. Enter the HIN or Registration # (WN#) and click Next.
4. Review the summary page information. Click Submit when you are ready to proceed.
5. Click the Print button to print your transaction confirmation or click Continue to return to your account homepage.

Request a DUI Hearing
You can request a DUI hearing online if it has been 7 days or less since your arrest date, you complied with or refused a breathalyzer test at the time of your arrest, and you have a Washington state driver license. The DUI hearing has a non-refundable fee of $375. If you have financial difficulties, you can apply for a waiver.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the Request a DUI Hearing hyperlink.
3. Read the What you’ll need page and click the Next button.

4. Select Yes or No for the contact information up to date question and click Next. If you select No, you can update the contact information on the next screen.

   **Contact information**
   
   Your current contact information
   
<table>
<thead>
<tr>
<th>Legal name</th>
<th>PERSON ISA CUSTOMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred name</td>
<td>CSC TRAINING</td>
</tr>
<tr>
<td>Phone number</td>
<td>360.999.9999</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:ANEMAIL@DOL.WA.GOV">ANEMAIL@DOL.WA.GOV</a></td>
</tr>
</tbody>
</table>
   
   Is your contact information up to date?
   
   Required

5. Enter the new contact information, if applicable, and click the Next button.

   **Contact Information**
   
   Preferred name
   
   PERSON ISA CUSTOMER
   
   Phone type
   
   Cell Phone
   
   (360) 999-9999
   
   Email
   
   OTHERMAIL@DOL.WA.GOV
   
   Confirm email
   
   OTHERMAIL@DOL.WA.GOV

6. Select Yes or No for the address up to date question and click Next. If you select No, enter your new mailing address.

   **Current mailing address**
   
   Your current address:
   
   PO BOX 1121 OLYMPIA WA 98507-1121
   
   Is your address up to date?
   
   No
   
   Enter your current mailing address.
   
   Street address
   
   Required
   
   Unit type
   
   Unit
   
   Street 2
   
   City
   
   Required
   
   State
   
   WA - WASHINGTON
   
   Zip code
   
   Required
7. Click the **button** to verify the mailing address and click **Next**.

**Verify mailing address**

You entered this address:
PO BOX 914 OLYMPIA WA 98502 USA
Select the address you want us to use.

<table>
<thead>
<tr>
<th>Address Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PO BOX 007 OLYMPIA WA 98507-0914 USA</td>
</tr>
<tr>
<td>☐ Use the address I entered.</td>
</tr>
</tbody>
</table>

8. Enter **Ticket date**, enter **Citation number** or click the checkbox for **I don’t have a citation number**, enter **Interpreter information**, **Attorney information**, and click **Next**.

**Hearing information**

**Citation identifying information**

What day did you receive your ticket?

What is the citation number?

Required

☐ I don’t have a citation number

**Interpreter information**

Do you need an interpreter?

Required

**Attorney information**

Do you have an attorney?

Required

9. Review the Hearing fee, read the certification statement, click the checkbox to agree to the statement, and click **Next**.

**Fee details**

Below are the fees you will be charged for this transaction.

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

**Total: $375.00**

I agree and certify that I’m the person previously identified and that the information is true and correct and I’m presently eligible to contest the suspension, revocation or denial of my driving privileges. I also authorize the Dept. Of Licensing to charge my debit card, credit card, or bank account for $375 and to retrieve the information to process the request. I also agree to all of the terms, conditions, and notices that apply to my use of this website in completing my request. I also understand the fee is non-refundable.

☐

10. Review the summary page information. Click **Payment** when you are ready to proceed.
11. Click the **Pay with Bank Account** button or the **Pay with Debit/Credit Card** button.

**Order summary**

We've stored your order, but a payment is required. Please review the information below and select a payment option at the bottom of the page.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$75.00</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUI hearing request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citation ID: ABC1234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violation Date: 4/14/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount due is **$375.00**

**DUI Hearing- Pay with Bank Account**

1. To Pay with Bank Account complete the following sections and click **Submit**.
   a. **Bank Account Type**
   b. **Routing Number**
   c. **Account Number**
   d. **Confirm Account Number**
   e. **Save this payment channel for future use**
   f. **Confirm Amount**

   - **Bank Account Type**: Required
   - **Routing Number**: Required
   - **Account Number**: Required
   - **Confirm Account Number**: Required
   - **Save this payment channel for future use**: No

2. Click the **View Receipt** button to view or print your receipt. Your computer settings must allow pop ups as the drive record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

**Order summary**

Click the "View more details" link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$375.00</th>
<th>Print</th>
<th>View more details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUI hearing request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citation ID: ABC1234</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violation Date: 4/14/2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is **$375.00**

Thank you for making your payment.
DUI Hearing - Pay with Credit Card/Debit Card

1. To Pay with Debit/Credit Card complete the following sections and click Next.
   a. Name (as it appears on your card)
   b. Country
   c. Address (as it appears on your card statement)
   d. City
   e. State
   f. Zip Code

   Enter your credit card information.

   Name

   As it appears on your card

   Country

   United States

   Address

   As it appears on your card statement

   Apartment number or suite

   City

   State

   Washington

   Zip code

2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter Card verification code, and click Submit.
3. Click the **View Receipt** button to view or print your receipt. Your computer settings must allow pop ups as the drive record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

**Order summary**

Click the "View more details" link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$375.00</th>
<th>Print</th>
<th>View more details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUI hearing request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citation ID: ABC1234</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violation Date: 4/14/2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is **$375.00**

Thank you for making your payment.

---

**Request a Non DUI Hearing**

You can request a non DUI hearing if it has been 15 days or less since you received a notice of suspension or revocation from Department of Licensing, have a suspension/revocation notice with a letter ID, and have a WA state driver license. There is no fee for non-DUI hearings.

1. Login to License eXpress [secure.dol.wa.gov](http://secure.dol.wa.gov).

2. Click the **Request a Non-DUI Hearing** hyperlink.

3. Read the What you’ll need page and click **Next**.

4. Enter the **Letter ID** and click **Next**.

**Notice**

Type in your letter ID from your notice below. We will use this to look up your record so you can complete your request.

Letter ID: 

What is a letter ID?
5. Confirm the information is correct and click Next.

**Confirm**
We were able to find a notice that matched the letter ID provided. Verify the information below.

- **Id**: 920099900
- **Violation date**: 01-May-2019
- **Case Type**: Admin Review

If the information above is correct, click 'Next'.

6. Select Yes or No for the contact information up to date question and click Next. If you select No, you can update it on the next screen.

**Contact information**

- **Legal name**: PERSON ISA CUSTOMER
- **Preferred name**: PERSON ISA CUSTOMER
- **Phone number**: 360-999-9999
- **Email address**: othermail@dol.wa.gov

Is your contact information up to date?
- Yes
- No

7. Enter the new contact information, if applicable, and click Next.

**Contact Information**

- **Preferred name**: PERSON ISA CUSTOMER
- **Phone number**: (360) 999-9999
- **Email**: ANEMAIL@DOL.WA.GOV
- **Confirm email**: ANEMAIL@DOL.WA.GOV

8. Select Yes or No for the address up to date question and click Next. If you select No, enter your new mailing address and click Next.

**Current mailing address**

- **Street address**: PO BOX 914 OLYMPIA WA 98507-0914
- **Is your address up to date?**: No

Enter your current mailing address.

- **Street 1**: Required
- **Unit**
- **Street 2**: Required
- **City**: Required
- **State**: WA - WASHINGTON
- **Zip code**: Required
9. Click the **button** to verify the mailing address and click **Next**.

**Verify mailing address**

You entered this address:
**PO BOX 1111 OLYMPIA WA 98502 USA**
Select the address you want us to use.

<table>
<thead>
<tr>
<th>Address Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Use the address I entered.</td>
</tr>
</tbody>
</table>

10. Select **Yes** or **No** for the following questions, complete additional information if applicable, and click **Next:**
   
a. **Do you need an interpreter?**
   
b. **Do you have an attorney?**

**Hearing information**

**Interpreter information**

Do you need an interpreter? [Yes] [No]

What language do you need? [Required]

**Attorney information**

Do you have an attorney? [Yes] [No]

What is your attorney’s first name?

What is your attorney’s middle name?

What is your attorney’s last name? [Required]

11. Enter **Attorney Address**, if applicable, and click **Next**.

**Attorney address**

Enter your attorney’s address

<table>
<thead>
<tr>
<th>Street address</th>
<th>Street 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit type</td>
<td>Unit</td>
</tr>
<tr>
<td>State</td>
<td>City</td>
</tr>
<tr>
<td>WA - WASHINGTON</td>
<td>Zip code</td>
</tr>
</tbody>
</table>

12. Click the **button** to verify the attorney address, if applicable, and click **Next**.

**Verify attorney address**

You entered this address:
**1125 WASHINGTON ST SE OLYMPIA WA 98501 USA**
Select the address you want us to use.

<table>
<thead>
<tr>
<th>Address Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Use the address I entered.</td>
</tr>
</tbody>
</table>
13. Review the summary page information. Click **Submit** when you are ready to proceed.

14. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to your homepage.

**Confirmation**

<table>
<thead>
<tr>
<th>Washington Dept of Licensing - Hearing Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Code: 0-014-155-477</td>
</tr>
<tr>
<td>Submitted Date: 4/22/2019 3:18:34 PM</td>
</tr>
</tbody>
</table>

You have submitted your hearing request.

[Print] [Continue]

Tell us how we're doing!

### Update Email Renewal Notices

You can sign up for email renewal notices for your driver license or ID card.

1. Login to License eXpress [secure.dol.wa.gov](http://secure.dol.wa.gov).
2. Click the **Update email renewal notices** hyperlink.

#### Driver Information

<table>
<thead>
<tr>
<th>PERSON IS A CUSTOMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDL6ZP9G13B</td>
</tr>
<tr>
<td>Residential Address:</td>
</tr>
<tr>
<td>405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>PO BOX 1121 OLYMPIA WA 98507-1121</td>
</tr>
</tbody>
</table>

[View your purchased driving record (expires in 27 days)]

[View your temporary license]

[You have unread messages]

<table>
<thead>
<tr>
<th>Change your address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase driving record</td>
</tr>
<tr>
<td>Add a vehicle</td>
</tr>
<tr>
<td>Add a boat</td>
</tr>
<tr>
<td>Request a DUI Hearing</td>
</tr>
<tr>
<td>Request a Non-DUI Hearing</td>
</tr>
</tbody>
</table>

[Update email renewal notices]

[View messages]

[View submissions]

3. Select **Yes** or **No** for the email up to date question and click **Next**.

**Email renewal notice**

You can sign up for email renewal reminders for your license or ID.

**We will send the email notice to:** othernelly@dol.wa.gov

Is your email up to date?

[Required]
4. Enter the new Email address, Confirm email address, if applicable, and click Next.

**Contact Information**

- Preferred name: PERSON ISA CUSTOMER
- Phone type: Cell Phone
- Phone number: (360) 999-9999
- Email: ANEMAIL@DOL.WA.GOV

5. Review the summary page information. Click **Submit** when you are ready to proceed.

6. Click the **Print** button to print the transaction confirmation or click the **Continue** button to continue to your homepage.

---

**View Messages**

All transactions you complete in your LX account are available to view from your homepage.

1. Login to License eXpress [secure.dol.wa.gov](http://secure.dol.wa.gov).

2. Click the **View messages** hyperlink.
3. Click the **Subject** hyperlink to view the message. Click the **Mark as Read** hyperlink or **Delete** hyperlink to complete those actions.

<table>
<thead>
<tr>
<th>Posted</th>
<th>Subject</th>
<th>For</th>
<th>Id</th>
<th>Name</th>
<th>Period</th>
<th>Mark as Read</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-Apr-2019</td>
<td><strong>Hearing Request Submitted</strong></td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER 22-Apr-2019</td>
<td></td>
<td>Mark as Read</td>
<td>Delete</td>
</tr>
<tr>
<td>19-Apr-2019</td>
<td><strong>DUI Hearing Request Submitted</strong></td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER 19-Apr-2019</td>
<td></td>
<td>Mark as Read</td>
<td>Delete</td>
</tr>
<tr>
<td>19-Apr-2019</td>
<td><strong>Pre-Apply for your WA License, ID card or Instruction Permit</strong></td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER 19-Apr-2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 Rows

4. Click the **Home** hyperlink to return to your homepage

### View Submissions

1. Login to License eXpress [secure.dol.wa.gov](http://secure.dol.wa.gov).

2. Click the **View Submissions** hyperlink.

### Driver Information

- PERSON ISA CUSTOMER
  - WDL6ZP9G913B
- Residential Address:
  - 405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046
- Mailing Address:
  - PO BOX 1121 OLYMPIA WA 98507-1121

3. Click the **Title** hyperlink to view your submission.

<table>
<thead>
<tr>
<th>Date</th>
<th>For</th>
<th>Id</th>
<th>Name</th>
<th>Period</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-Apr-2019</td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER</td>
<td>22-Apr-2019</td>
<td>Email renewal notice</td>
</tr>
<tr>
<td>22-Apr-2019</td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER</td>
<td>22-Apr-2019</td>
<td>Non-DUI Hearing request</td>
</tr>
<tr>
<td>19-Apr-2019</td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER</td>
<td>19-Apr-2019</td>
<td>Credit/Debit Card Payment</td>
</tr>
<tr>
<td>19-Apr-2019</td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER</td>
<td>19-Apr-2019</td>
<td>DUI hearing request</td>
</tr>
<tr>
<td>19-Apr-2019</td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER</td>
<td>19-Apr-2019</td>
<td>Add access to a vehicle</td>
</tr>
<tr>
<td>19-Apr-2019</td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER</td>
<td>19-Apr-2019</td>
<td>Purchase driving record - Full</td>
</tr>
<tr>
<td>19-Apr-2019</td>
<td>Driver License/ID</td>
<td>WDL6ZP9G913B</td>
<td>PERSON ISA CUSTOMER</td>
<td>19-Apr-2019</td>
<td>Change your address</td>
</tr>
</tbody>
</table>

2 Rows
4. Click the **View Submission** hyperlink.

![Submission](image)

5. Click the **Home** hyperlink to return to your homepage.

![Home](image)

**Renew License**

You can renew your license online if you completed your last renewal in person in a Licensing Service Office and if you are between the ages of 24-70. Make sure your address is up to date before you complete a renewal.

1. Login to License eXpress [secure.dol.wa.gov](http://secure.dol.wa.gov).
2. Click the **Renew license** hyperlink.

![Driver License](image)

3. Read the What you’ll need page and click the **Next** button.
4. Select **Yes** or **No** for the information correct question and click **Next**.

![Identity information](image)
5. Select Yes or No for the information correct question and click Next.

### Physical appearance

This is the physical appearance information we will print on your new card.

- **Height**: 5’6”
- **Weight**: 119 lbs
- **Eye color**: Green

Is this information correct? [ ]

6. Click the Next button to mail the card to the address on file. Alternatively, click the checkbox to Mail the new card to a non-Washington address, click the checkbox to confirm your changes, if applicable, and click Next.

### Card information

This license information is on your current card.

<table>
<thead>
<tr>
<th>Current Card</th>
<th>New Card</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credential</strong>: Driver License</td>
<td><strong>Credential</strong>: Driver License</td>
</tr>
<tr>
<td><strong>License type</strong>: Personal Driver License</td>
<td><strong>License type</strong>: Personal Driver License</td>
</tr>
<tr>
<td><strong>Expiration date</strong>: 8/30/2019</td>
<td><strong>Expiration date</strong>: 8/30/2025</td>
</tr>
<tr>
<td><strong>Endorsements</strong>:</td>
<td><strong>Endorsements</strong>:</td>
</tr>
<tr>
<td><strong>Restrictions</strong>:</td>
<td><strong>Restrictions</strong>:</td>
</tr>
</tbody>
</table>

You can make the following changes online:

- [ ] Mail my new card to a non-Washington address
- [ ] Confirm your changes

You have indicated you need your card mailed to a non-Washington address. Your new card will not have your photo or signature.

7. Enter the Out of state address, if you selected the Mail my new card to a non-Washington address option in the previous step, and click Next.

8. Select Yes or No to the resident address up to date question, enter Residential address information if applicable, select Yes or No for the mailing address question, and click Next.

### Residential address

This is your current residential address

1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Is this up to date?

- [ ] No
- [ ] Yes

<table>
<thead>
<tr>
<th>Street address</th>
<th>Street 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 S MAIN ST</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit type</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>Zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA - WASHINGTON</td>
<td>98885</td>
</tr>
</tbody>
</table>

Is this also your mailing address?

- [ ] Yes
- [ ] No
9. Verify the residential address is correct and click the **Next** button.

**Verify residential**

You entered this address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283 USA
This is the verified address we will use:

<table>
<thead>
<tr>
<th>Address Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1125 WASHINGTON ST SE OLYMPIA WA 98501-2283 USA</td>
</tr>
</tbody>
</table>

10. Select **Yes** or **No** to the following questions and click **Next**.
   a. **Would you like to register to vote or update your voter registration?** If Yes, we will send your information to Secretary of the State.
   b. **Would you like to register as an eye, tissue, and organ donor?** If Yes, your information will be stored by LifeCenter Northwest.

**Registration options**

Would you like to register to vote or update your voter registration?

| Yes | We'll send your info to the Secretary of State. |

Would you like to register as an eye, tissue, and organ donor?

| Yes |

You have selected to be an organ donor! Your information will be stored in a confidential database managed by Washington’s Organ Procurement Organization, LifeCenter Northwest. You can learn more about organ donation at [www.lcmw.org](http://www.lcmw.org) or call 1-877-275-5269.

11. If you selected **Yes** on the previous page to the register to vote question, read the certification section, click the **checkbox** to certify the statements are true and correct, and click **Next** if applicable.

**Registration certification**

You have indicated that you would like to register to vote or update your voter registration. You must certify the statements below.

- I am a citizen of the United States.
- I am not disqualified from voting due to a court order, and not under the Department of Corrections supervision for a Washington felony conviction.
- I’ve lived in Washington at this address for 30 days immediately before the next election at which I vote, and
- I’ll be at least 18 years old when I vote.

[ ] I certify the above statements are true.

If you knowingly provide false information on this voter registration form or knowingly make a false declaration about your qualifications for voter registration you will have committed a class C felony that is punishable by imprisonment for up to 5 years, a fine of up to $10,000 or both.

12. Enter **your mother’s maiden name** and click **Next**.

**Additional questions**

What is your mother’s maiden name?
13. Review the fee details and click **Next**.

### Fee details

Below are the fees you will be charged for this transaction.

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Driver License Renewal</td>
<td>$54.00</td>
</tr>
</tbody>
</table>

**Total: $54.00**

14. Review the summary page information. Click **Payment** when you are ready to proceed.

15. Click the **Pay with Bank Account** button or **Pay with Debit/Credit Card** button.

### Order summary

We've stored your order, but a payment is required. Please review the information below and select a payment option at the bottom of the page.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$54.00</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renew license/TD card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• DLN: WDL6ZP99G1B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Credential type: Driver License</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• License type: Personal Driver License</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total amount due is $54.00**

#### Renew License- Pay with Bank Account

1. To Pay with Bank Account complete the following sections and click **Submit**:
   a. **Bank Account Type**
   b. **Routing Number**
   c. **Account Number**
   d. **Confirm Account Number**
   e. **Save this payment channel for future use**
   f. **Confirm Amount**

   ![Bank Account Details](image-url)
2. Click the View Receipt button to view or print your receipt, or click the Print hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the Close button to return to your account homepage.

### Order summary

Click the “View more details” link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Renew license/ID card</td>
<td>$54.00</td>
<td>Print</td>
<td>View more details</td>
</tr>
<tr>
<td>DLN: WDL5ZP96913B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credential type: Driver License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License type: Personal Driver License</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is $54.00

Thank you for making your payment.

---

**Renew License- Pay with Credit Card/Debit Card**

1. To Pay with Debit/Credit Card complete the following sections and click Next.
   a. **Name** (as it appears on your card)
   b. **Country**
   c. **Address** (as it appears on your card statement)
   d. **City**
   e. **State**
   f. **Zip Code**
2. Select the **Card Type**, enter **Credit Card number**, enter **Expiration Month** and **Year**, enter the **Card verification code**, and click **Submit**.

![Credit card information]

3. Click the **View Receipt** button to view or print your receipt, or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

### Order summary

Click the "View more details" link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>Amount</th>
<th>Print</th>
<th>View more details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renew license/ID card</td>
<td>$54.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• DLN: WDL6ZPK913B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Credential type: Driver License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• License type: Personal Driver License</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is $54.00

Thank you for making your payment.
Replace your License
The replacement license fee is $20. You can order a replacement license online up to 3 times a year. If your license expires within 3 months, you will need to renew it instead.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the Replace license hyperlink.

3. Read the What you’ll need page and click the Next button.

4. Select Yes or No for the information correct question and click Next.

Identity information
This is the identity information we will print on your new card.

Name: PERSON ISA CUSTOMER
Birth date: 21-Nov-1962
Sex: Female

Is this information correct?

5. Select Yes or No for the information correct question and click Next.

Physical appearance
This is the physical appearance information we will print on your new card.

Height: 5’ 6”
Weight: 119 lbs
Eye color: Green

Is this information correct?
6. Click the Next button to mail the card to the address on file. Alternatively, click the checkbox to Mail the new card to a non-Washington address if applicable, and click Next.

Card information

This license information is on your current card.

<table>
<thead>
<tr>
<th>Current Card</th>
<th>New Card</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credential:</strong> Driver License</td>
<td><strong>Credential:</strong> Driver License</td>
</tr>
<tr>
<td><strong>License type:</strong> Personal Driver License</td>
<td><strong>License type:</strong> Personal Driver License</td>
</tr>
<tr>
<td><strong>Expiration date:</strong> 11/21/2019</td>
<td><strong>Expiration date:</strong> 11/21/2019</td>
</tr>
<tr>
<td><strong>Endorsements:</strong></td>
<td><strong>Endorsements:</strong></td>
</tr>
<tr>
<td><strong>Restrictions:</strong></td>
<td><strong>Restrictions:</strong></td>
</tr>
</tbody>
</table>

You can make the following changes online

- Mail my new card to a non-Washington address

7. Answer the following questions and click Next.
   a. Is your ID/Instruction Permit/License in your possession?
   b. Reason for replacement

Replacement

Is your ID/Instruction Permit/License in your possession?

- No

Reason for replacement

- Lost
- Stolen
- Unknown

8. Select Yes or No to the following questions and click Next.
   a. Is this up to date?
   b. Is this also your mailing address?

Residential address

This is your current residential address

1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Is this up to date?

- Yes

Is this also your mailing address?

- Yes
9. Select **Yes** or **No** to the following questions and click **Next**.
   a. Would you like to register to vote or update your voter registration?
   b. Would you like to register as an eye, tissue, and organ donor?

   **Registration options**

   Would you like to register to vote or update your voter registration?
   - No

   Would you like to register as an eye, tissue, and organ donor?
   - Yes

   You have selected to be an organ donor! Your information will be stored in a confidential database managed by Washington’s Organ Procurement Organization, LifeCenter Northwest. You can learn more about organ donation at [www.lcnw.org](http://www.lcnw.org) or call 1-877-275-5269.

10. Review the fee details and click **Next**.

   **Fee details**

   Below are the fees you will be charged for this transaction.

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver License Duplicate</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

   **Total: $20.00**

11. Review the summary page information. Click the **Payment** button when you are ready to proceed.

12. Click the **Pay with Bank Account** button or **Pay with Debit/Credit Card** button on the Order summary page.

   **Order summary**

   We’ve stored your order, but a payment is required. Please review the information below and select a payment option at the bottom of the page.

<table>
<thead>
<tr>
<th>Submissions</th>
<th></th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace license/TID card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• DLN: WDL51F9G913B</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>• Credential type: Driver License</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• License type: Personal Driver License</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Total amount due is $20.00**

   ![Payment buttons: Pay with Bank Account, Pay with Debit/Credit Card]
Replace License - Pay with Bank Account

1. To Pay with Bank Account complete the following sections and click Submit.
   a. Bank Account Type
   b. Routing Number
   c. Account Number
   d. Confirm Account Number
   e. Save this payment channel for future use
   f. Confirm Amount

<table>
<thead>
<tr>
<th>Bank Account Type</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>19-Apr-2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Routing Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>54.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirm Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Save this payment channel for future use</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

2. Click the View Receipt button to view or print your receipt, or click the Print hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the Close button to return to your account homepage.

Order summary

Click the "View more details" link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$20.00</th>
<th>Print</th>
<th>View more details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace license/id card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• DUN: W0863PS9138</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Credential type: Driver License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• License type: Personal Driver License</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is $20.00
Thank you for making your payment.
Replace License- Pay with Credit Card/Debit Card

1. To Pay with Debit/Credit Card complete the following sections and click Next:
   a. Name (as it appears on your card)
   b. Country
   c. Address (as it appears on your card statement)
   d. City
   e. State
   f. Zip Code

2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter the Card verification code, and click Submit.
3. Click the View Receipt button to view or print your receipt, or click the Print hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the Close button to return to your account homepage.

## Order summary

Click the "View more details" link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$20.00</th>
<th>Print</th>
<th>View more details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace license/ID card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• DLW: WIN13P99913B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Credential type: Driver License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• License type: Personal Driver License</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is $20.00

Thank you for making your payment.

### Renew Your Vehicle Tabs (Registration)

You can renew your tabs as early as 6 months before they expire. You can renew online if the tabs are expired for less than 12 months. You will need to visit your local Vehicle Licensing Office if the tabs expired longer than 12 months. If you’ve recently moved Change your Vehicle Address before you renew your registration.

1. Login to License eXpress secure.dol.wa.gov.

2. Click the Renew tabs hyperlink for the vehicle you would like to renew.

   ![Vehicle Information](image)

   VIN: 1A23B4C56D7891011  
   Plate #: ABC1234  
   Tabs Expire: 17-Sep-2019  
   PERSON ISA CUSTOMER  
   405 BLACK LAKE BLVD SW OLYMPIA WA  
   98502-5046

   Eligible for vehicle renew  
   Renew tabs  
   Change address  
   Replace tabs  
   Email renewal reminders  
   Report of sale  
   Remove from list

3. Read the What you’ll need page and click Next.

4. The vehicle information displays. Click the Next button.

   If this is the correct vehicle select Next, or select Back to edit.

<table>
<thead>
<tr>
<th>Plate/decal/metal tag</th>
<th>ABC1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN</td>
<td>1A23B4C56D7891011</td>
</tr>
<tr>
<td>Vehicle</td>
<td>2014 CADI XTS</td>
</tr>
</tbody>
</table>
5. Click Yes or No for the address up to date question and click Next. If you selected No, change your vehicle address then restart this process.

**Is your address up to date?**
To protect your privacy, we don't display your address.

- Yes, it's up to date.
- No, I've moved and need to update it.

---

6. Click Yes or No to buy a Discover Pass ($30 fee) and click Next.

**Would you like to buy a Discover Pass?**
Your ticket to Washington’s great outdoors

This pass provides 12 months access for 2 vehicles

- You will have access to all WA state parks and managed recreation lands: trailheads, heritage sites. And water-access points.
- Discover Pass expires 12 months from the purchase date.
- Hangs from your rear view mirror.
- Can be used for 2 vehicles (one at a time).
- Other purchase options (additional fees may apply):
  - Online: DiscoverPass.wa.gov
  - In person: In Person: At retail stores that sell hunting and fishing license or some State Parks offices.
  - Phone: 1-866-320-9933.

If you already have a pass and you want to purchase this before your current pass expires, the new pass will expire 12 months from the date you are currently purchasing it. The Discover Pass vendors can't change the expiration date.

- Yes, please add $30 to my fees.
- No, I'm not interested at this time or I already have one.

---

7. Click the mailed option or pick up option and click Next.

**How would you like to get your tabs?**

- I’d like them mailed by the office I select.
The office you select will mail within 5 business days.
- I’ll pick them up at the office I select.
Your items should be ready when you arrive.
8. Select the **office** to get your tabs from and click **Next**.

```
Select an office to get your tabs from
Below are 2 offices within 20 miles of your home address:
Office hours listed below exclude holidays.
Change start location
```

```
1. MITCHELL, REED & SCHMITTEN INSURANCE
   803 W FIRST ST
   CLE ELUM WA 98922-0000
   509-674-4433
   (3 miles away)

2. KITTITAS COUNTY
   AUDITOR AUTO LICENSE
   205 W 5TH AVE STE 105
   ELLensburg WA 98926-2891
   509-962-7505
   (26 miles away)
```

9. Click **Yes** or **No** to donate to Washington State Parks. Click **Yes** or **No** to donate to organ, eye, and tissue donation awareness, and click **Next**.

```
Donations
Would you like to make a donation?
Help keep Washington State Parks open
For more details, see: RCW 40.10A.090 - Voluntary and opt-out donations.

- Yes, I want to donate $5.00
- I'll donate a different amount
  ($10,000 maximum)
- No, I don't want to donate. Please remove the $5 donation from my fees.

For organ, eye, and tissue donation awareness
This supports the LifeCenter NW which educates people about joining the organ donor registry.

- Yes, I want to donate $0.00
  ($1 minimum, $10,000 maximum)
- No, I don't want to donate.
```
10. Enter the Email address to receive a copy of your receipt emailed, Confirm email address, and click Next. If you do not want the receipt emailed, leave the fields blank and click the Next button.

```
Email receipt
Please enter an email address if you would like to receive an email copy of your receipt.

Email address
anemail@dol.wa.gov

Confirm email address
anemail@dol.wa.gov
```

11. Review the fee information and click the Next button.

```
Please review this information
You can make edits, if necessary, using the links on the left.

Mailed from:
THURSTON CO DOL HQ COUNTY 40
Mail is the only option at this location.
360-902-3770

Fees and Donations
| Registration License | $30.00 |
| Vehicle Weight | $25.00 |
| Registration Filing | $3.00 |
| Registration Service Fee | $5.00 |
| Funds ferry replacement (County Auditor/DOL) or is retained by the office (subagent). |
| License Plate Technology | $0.25 |
| Department of Licensing Service | $0.50 |

Total: $63.75
```

12. Review the summary page information. Click Payment when you are ready to proceed.

13. Click the Pay with Bank Account button or Pay with Debit/Credit Card button on the Order summary page.
Vehicle Registration- Pay with Bank Account

1. To Pay with Bank Account complete the following sections and click Submit.
   a. Bank Account Type
   b. Routing Number
   c. Account Number
   d. Confirm Account Number
   e. Save this payment channel for future use
   f. Confirm Amount

<table>
<thead>
<tr>
<th>Bank Account Type</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15-May-2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Routing Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>63.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Confirm Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Save this payment channel for future use</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

2. Read the information in the dialog box. Click OK to certify under penalty of perjury that the foregoing is true and correct.

Submit Your Transaction

Clicking "OK" will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email.

By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

   OK  Cancel

3. Click the View Receipt button to view or print your receipt, or click the Print hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the Close button to return to your account homepage.

Order summary

Click the "View more details" link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle renewal</td>
<td>$63.75</td>
</tr>
<tr>
<td>Plate: ABC1234</td>
<td></td>
</tr>
<tr>
<td>Renewal through 9/17/2020</td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is $63.75

Thank you for making your payment.
Vehicle Registration - Pay with Credit Card/Debit Card

1. To Pay with Debit/Credit Card complete the following sections and click **Next**.
   a. **Name** (as it appears on your card)
   b. **Country**
   c. **Address** (as it appears on your card statement)
   d. **City**
   e. **State**
   f. **Zip Code**

   **Enter your credit card information.**

   - Name:
   - Country:
     - United States
   - Address:
     - As it appears on your card statement
   - City
   - State:
     - Washington
   - Zip code

2. Select the **Card Type**, enter **Credit Card number**, enter **Expiration Month** and **Year**, enter the **Card verification code**, and click **Submit**.

   **Credit card information**

   - **Card type**:
     - Visa
     - MasterCard
     - American Express
   - **Credit card number**
   - **Expiration date**
     - Month
     - Year
   - **Card verification code**
     - What's this?
3. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.

![Submit Your Transaction](image)

**Submit Your Transaction**

Clicking "OK" will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email.

By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

[OK] [Cancel]

4. Click the **View Receipt** button to view or print your receipt or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

![Order summary](image)

**Order summary**

Click the “View more details” link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$63.75</th>
<th>Print</th>
<th>View more details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle renewal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Plate: ABC1234</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Renewal through 9/17/2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is $63.75

Thank you for making your payment.

[Close] [View Receipt]

**Change your Vehicle Address**

The registered owner of a vehicle or vessel can change their vehicle/vessel address online.

1. Login to License eXpress [secure.dol.wa.gov](http://secure.dol.wa.gov).

2. Click the **Change address** hyperlink for the appropriate vehicle or vessel. (Change your Driver License Address is a separate process).

![2015 HOND FIT](image)

<table>
<thead>
<tr>
<th>VIN: 1A23045670891011</th>
<th>Eligible for vehicle renew</th>
<th>Renew tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate #: ABC1234</td>
<td></td>
<td>Replace tabs</td>
</tr>
<tr>
<td>Tabs Expire: 18-Jul-2019</td>
<td></td>
<td>Email renewal reminders</td>
</tr>
<tr>
<td>PERSON ISA CUSTOMER</td>
<td></td>
<td>Report of sale</td>
</tr>
<tr>
<td>405 BLACK LAKE BLVD SW OLYMPIA</td>
<td></td>
<td>Remove from list</td>
</tr>
<tr>
<td>WA 98502-5046</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Read the What you’ll need page and click **Next**.
4. Verify the correct vehicle or boat displays and click Next.

**Verify the selected vehicles and boats**

**Selected vehicles and boats**

2015 HOND FIT ABC1234

5. Select the **Customer Type**, select the correct answer to the **residential address in Washington state** question, read the certification statement, and click **Next**.

**Select Customer Type**

- Business
- Individual

**Is your residential address in Washington state?**

- Yes.
- Yes, but I’m not required to provide it:
  - I’m exempt from paying vehicle excise tax, and/or
  - My vehicle(s) are exempt from vehicle excise tax.
- No, I don’t have a residence in Washington.
- No, I’m stationed outside of Washington on military active duty.
- I live in Washington, but I do not have a residence.

By selecting Next, you’re certifying the above selection is true.

6. Enter the **residential address** information and click **Next**.

**What’s your residential address?**

- Street address
- Street
- Street 2
- Unit type
- Unit
- City
- State
- Zip code

License Express for Individuals E-Services Account User Guide
7. Click the **button** to verify the address and click **Next**.

    **Confirm your residential address**
    You entered this address:
    1125 WASHINGTON ST SE OLYMPIA WA 98501 USA
    Select the address you want us to use.

    **Address Options**
    - [ ] 1125 WASHINGTON ST SE OLYMPIA WA 98501 USA
    - [ ] Continue with unverified address as entered.

8. Click the **Same as residential address** checkbox or enter your **mailing address** and click **Next**.

    **What's your mailing address?**
    - [ ] Same as residential address
    - **Country**
      - USA
    - **Street address**
      - Required
    - **Street 2**
    - **Unit type**
      - Required
    - **Unit**
    - **City**
      - Required
    - **State**
      - WA - WASHINGTON
    - **Zip code**
      - Required

9. Enter your **Email address** if you would like an email confirmation of the change, **Confirm email address**, and click **Next**. If you do not want a confirmation emailed, leave the fields blank and click the **Next** button.

    **Would you like an email confirmation?**
    You can also print your confirmation at the end.
    **Email address**
    Fake_email@email.com
    **Confirm email address**
    Fake_email@email.com

10. Review the summary page information. Click **Submit** when you are ready to proceed.
Renew Your Boat Decals

All boat registrations expire on June 30. You can renew your boat 6 months before the renewal date. If you have not used your boat in the previous year, you can renew after it’s expired, as long as it’s been expired less than 12 months.

1. Login to License eXpress secure.dol.wa.gov.

2. Click the Renew decals hyperlink for the boat you would like to renew.

![2017 HEW 220 OCEAN PRO HT C](image)

3. Read the What you’ll need page and click Next.

4. Review the boat information, click the checkbox to attest, and click Next.

   **Is this the boat you want to renew?**

   **Reg.:** WN0070JP  
   **HIN:** HEW98765L432  
   **Boat:** 2017 HEW 220 Ocean Pro HT

   I attest that the hull identification number is affixed to this vessel.

   Please select the option above.

5. Click Yes or No if your address is up to date, and click Next. If you selected No, update your address then restart this process.

   **Is your address up to date?**

   To protect your privacy, we don’t display your address.

   - Yes, it's up to date.  
   - No, I've moved and need to update it.

   **Selected Boat**

   2017 HEW 220 Ocean Pro HT  
   **Registration number:** WN0070JP  
   **HIN:** HEW98765L432  
   **Current expiration date:** Jun 30, 2019  
   **Fee detail:** $212.00  
   Show fee details
6. Click the **mailed** option or **pick up** option and click **Next**.

**How do you want to get your decals and registration?**

- **I'd like them mailed by the office I select.**
  The office you select will mail within 5 business days.
- **I'll pick them up at the office I select.**
  Your items should be ready when you arrive.

---

**Selected Boat**

- **2017 HEW 220 Ocean Pro HT**
- **Registration number:** WN0070J2
- **HIN:** HEW98765L432
- **Current expiration date:** Jun 30, 2019
- **Fee detail:** $212.00
- **Show fee details**

---

7. Select the **office** to get your decals from and click **Next**.

**Select an office to get your decals from.**

Below are 2 offices within 20 miles of your home address.

Office hours listed below exclude **holidays**.

*Change start location*

---

**Nearby Offices**

- **1. MITCHELL, REED & SOMMEN INNSURANCE**
  803 W FIRST ST
  CEL ELUM WA 98226-0009
  509-674-8433
  **(3 miles away)**

- **2. KITITAS COUNTY AUDITORE AUTO LICENSE**
  203 W 5TH AVE STE 105
  ELLENBURG WA 98926-2831
  509-962-7505
  **(26 miles away)**

---

**Selected Boat**

- **2017 HEW 220 Ocean Pro HT**
- **Registration number:** WN0070J2
- **HIN:** HEW98765L432
- **Current expiration date:** Jun 30, 2019
- **Fee detail:** $212.00
- **Show fee details**

---

8. Click **Yes** or **No** to donate Grays Harbor Historical Seaport and the Steamer Virginia V Foundation, and click **Next**.

**Would you like to make a donation?**

**Grays Harbor Historical Seaport and the Steamer Virginia V Foundation**

Your donation supports the preservation of historical ships

- **Yes, I want to donate $** 0.00
- **No, I don't want to donate to the Historical Ship Foundation**

---

**Selected Boat**

- **2017 HEW 220 Ocean Pro HT**
- **Registration number:** WN0070J2
- **HIN:** HEW98765L432
- **Current expiration date:** Jun 30, 2019
- **Fee detail:** $212.00
- **Show fee details**
9. Review the fee information and click the **Next** button.

**Please review this information.**

You can make edits, if necessary, using the links on the left.

**Office Selection**

<table>
<thead>
<tr>
<th>Pickup at:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MITCHELL, REED &amp; SCHMitten INSURANCE</td>
<td>MEn-Fri: 9:00AM - 5:00PM</td>
</tr>
<tr>
<td>803 W FIRST ST</td>
<td>Lunch: 12:30PM - 1:30PM</td>
</tr>
<tr>
<td>CLE ELUM WA 98922-0000</td>
<td></td>
</tr>
<tr>
<td>509-674-4433</td>
<td>Click <strong>Get directions</strong></td>
</tr>
</tbody>
</table>

**Fees and Donations**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derelict Vessel and Invasive Species Removal</td>
<td>$5.00</td>
</tr>
<tr>
<td>Derelict Vessel Removal Surcharge</td>
<td>$1.00</td>
</tr>
<tr>
<td>Vessel Registration</td>
<td>$10.50</td>
</tr>
<tr>
<td>Registration Filing</td>
<td>$3.00</td>
</tr>
<tr>
<td>Registration Service Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Funds ferry replacement (County Auditor/DOL) or is retained by the office (subagent).</td>
<td></td>
</tr>
<tr>
<td>License Plate Technology</td>
<td>$0.25</td>
</tr>
<tr>
<td>Department of Licensing Service</td>
<td>$0.50</td>
</tr>
<tr>
<td>Vessel Excise Tax</td>
<td>$186.75</td>
</tr>
</tbody>
</table>

**Total:** $212.00

10. Enter the **Email address** where you would like a copy of your receipt emailed, **Confirm email address**, and click **Next**. If you do not want the receipt emailed, leave the fields blank and click the **Next** button.

**Would you like a receipt by email?**

You will also have an opportunity to print a receipt if you do not want to provide an email address.

- Email address
  - anemail@dol.wa.gov
- Confirm email address
  - anemail@dol.wa.gov

11. Review the summary page information. Click the **Payment** button when you are ready to proceed.

12. Click the **Pay with Bank Account** button or **Pay with Debit/Credit Card** button on the Order summary page.
Vessel Registration - Pay with Bank Account

1. To Pay with Bank Account complete the following sections and click Submit.
   a. Bank Account Type
   b. Routing Number
   c. Account Number
   d. Confirm Account Number
   e. Save this payment channel for future use
   f. Confirm Amount

```
Bank Account Type
Routing Number
Account Number
Confirm Account Number
Save this payment channel for future use
```

2. Read the information in the dialog box. Click OK to certify under penalty of perjury that the foregoing is true and correct.

```
Submit Your Transaction
Clicking "OK" will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email.

By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

OK Cancel
```

3. Click the View Receipt button to view or print your receipt, or click the Print hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the Close button to return to your account homepage.

```
Order summary
Click the "View more details" link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>$3.53</th>
<th>Print</th>
<th>View more details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boat renewal</td>
<td>Registration: WN007DP</td>
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</tr>
<tr>
<td></td>
<td>Renewal through 6/30/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount paid is $212.00
Thank you for making your payment.

Close View Receipt
```

License Express for Individuals E-Services Account User Guide
Vessel Registration - Pay with Credit Card/Debit Card

1. To Pay with Debit/Credit Card complete the following sections and click Next.
   a. Name (as it appears on your card)
   b. Country
   c. Address (as it appears on your card statement)
   d. City
   e. State
   f. Zip Code

   Enter your credit card information.

   Name
   As it appears on your card
   Country
   United States
   Address
   As it appears on your card statement
   Apartment number or suite
   City
   State
   Washington
   Zip code

2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter the Card verification code, and click Submit.
3. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.

![Submit Your Transaction dialog box]

By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

4. Click the **View Receipt** button to view or print your receipt or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

**Order summary**

Click the "View more details" link to view additional details about your submission.

<table>
<thead>
<tr>
<th>Submissions</th>
<th>Amount</th>
<th>Print</th>
<th>View more details</th>
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</thead>
<tbody>
<tr>
<td>Boat renewal</td>
<td>$93.53</td>
<td><img src="image" alt="Print" /></td>
<td><img src="image" alt="View more details" /></td>
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<tr>
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</table>

Total amount paid is **$212.00**

Thank you for making your payment.