

# Policy Clarifications

## Employment & Training - Policy/Procedures

### ESA370138

Submitted: 12/03/08

Agency: Monroe CAO

TR No. 1673

Citations:

**Subject: Can the CAO Issue a SPAL for the Cost of a PA Probationary Drivers License Petition**

Can the CAO issue a SPAL for the cost of a PA Probationary Driver's License (PL) Petition? Our client has had his drivers privileges revoked many years ago, and he is now participating in the EARN program and needs his license to be able to work. He has a job offer pending his approval for the PL. He must submit the petition for the probationary license in order for the PA Department of Transportation to evaluate whether or not he is even eligible to receive the probationary license. The fee is \$85.25 and includes a \$25 petition fee, \$50 application fee, \$5.25 license fee and a \$5 photo fee.

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**Response By: Jennifer Wallitsch**

**Date: 12/10/08**

Drivers licensing fees are allowable items for payment by special allowance. This includes the cost associated with petitioning for a PA Probationary Drivers License. However, once the fees have been paid, the \$25 petition fee is non-refundable even if the petition is denied. To avoid losing the non-refundable fee, prior to issuing the allowance the CAO must ensure that the individual meets all of the criteria for receiving the probationary license:

- **The individual and the CAO must contact the PA Department of Transportation Bureau of Driver Licensing at 1-800-932-4600.** They can view the driver's record, even before receiving the petition and fees, and tell the individual if he or she meets the criteria for receiving a probationary license. If the individual cannot receive the probationary license, then the special allowance should not be issued.
- **The individual must be able to pay the restoration fee.** In addition to the \$85.25 application fee, petitioners must pay a restoration fee. This is grouped with fines and court costs and is not an item that can be paid by special allowance. If the individual cannot pay the restoration fee, then the probationary license will be denied and the special allowance should not be issued. The amount of the individual's restoration fee can be provided by the Bureau of Driver Licensing.
- **If the individual has a vehicle, proof of insurance must be provided.** Individuals who own cars must submit proof of insurance with the petition. If the individual cannot provide this, the probationary license will be denied and the special allowance should not be issued.

Directions for petitioning for a probationary license and to the application can be found at [http://www.dmv.state.pa.us/pdotforms/dl\\_forms/dl-20.pdf](http://www.dmv.state.pa.us/pdotforms/dl_forms/dl-20.pdf).