



Illinois Driver's License Teen Checklist

1. DRIVER EDUCATION

At 14 years, 11 months, a student can begin a driver education program at a school such as Top Driver.

- 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.
- The student must already be or will turn 15 by the last day of class.
- 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.
- A student can take no more than 2 hours of classroom and 1½ hours of in-vehicle training per day.

CERTIFICATE OF COMPLETION

A Certificate of Completion is required for the student to test for his or her driver's license when they are 16 years of age and have held their permit for 9 months.

- 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 passing grades.
- Proof of grades must be for the 2 most recent semesters or 4 quarters if the student's school runs quarterly; the following qualify as proof of grades:
 - Grade Verification form (provided by Top Driver) signed by a school official
 - Report card copies
 - Transcripts
- Grades should be submitted to Top Driver upon the first class to avoid delays in receiving the Certificate of Completion /License.
- Once all classroom and in-vehicle training has been completed/verified and grades received, Certificate of Completion normally take 10 – 15 business days to be processed and mailed to the student by the Secretary of State.
 - Check your Top Driver Signals account to identify when the application was filed. Please contact Top Driver first if you haven't received the document within 15 days after the filing date.



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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.
 - 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.

OTHER FACTS

- 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.
 - Must be on the student during all practice driving or behind-the-wheel training sessions.
- Permit restrictions:
 - The student may only drive until 10:00 P.M. Sunday – Thursday and 11:00 Friday – Saturday.
 - While the student is driving, all occupants under 19 years of age must wear a safety belt.
 - The number of passengers is limited to one in the front seat and to the number of seat belts in the back seat.
 - 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 drive with a parent or adult for at least 50 hours, 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 *they* would require.
 - The parent or 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. 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 50 hours of practice driving with a parent or adult, including 10 hours of night driving.
- Bring the following to the Secretary of State branch office on the testing day:
 - Learner's Permit
 - Certificate of Completion
 - 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.
 - A Social Security card and either a valid U.S. passport or an original or certified birth certificate.
 - 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 DMV in front of DMV personnel. Parents/guardians need proper personal identification (e.g. a driver's license). The certificate is provided by the DMV.
 - 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 ages 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 get an Intermediate License.
 - Intermediate License holders need a clean driving record for six months to apply for full licensure.



Illinois Secretary of State Locations

ALL CHICAGOLAND OFFICES: 312.793.1010

Not all locations are full-service facilities; we recommend that you call ahead.

339 East Indian Trail
Aurora, Illinois 60505

Lake Cook Plaza
405 Lake Cook Road
Deerfield, Illinois 60015

14700 South Ravinia Avenue
Orland Park, Illinois 60462

7200 West 84th Street
Bridgeview, Illinois 60455

595 South State Street
Elgin, Illinois 60123

712 East South Street
Plano, Illinois 60545

100 West Randolph
Chicago, IL 60601

650 Roppolo Drive
Elk Grove Village, Illinois 60007

41 West 162nd Street
South Holland, Illinois 60473

The Hall Plaza
4642 West Diversey Street
Chicago, IL 60641

201 South Joyce Road
Joliet, Illinois 60435

617 South Green Bay Road
Waukegan, Illinois 60085

69 West Washington
Chicago, Illinois 60630

Brookside Shopping Center
342 Peterson Road
Libertyville, Illinois 60048

1280 Powis Road
West Chicago, Illinois 60185

5401 North Elston Avenue
Chicago, Illinois 60630

Eastgate Shopping Center
837 South Westmore Avenue
Lombard, Illinois 60148

128 West Liberty Drive
Wheaton, Illinois 60187

Chicago Public Service Center
17 North State Street #1000
Chicago, Illinois 60602

Melrose Crossing Shopping Center
1903 North Manheim Road
Melrose Park, Illinois 60160

Woodfield Commons
Shopping Center
1227 East Golf Road
Schaumburg, Illinois 60173

9901 South Dr. Martin Luther King
Junior Drive
Chicago, Illinois 60628

Midlothian Plaza
14434 South Pulaski
Midlothian, Illinois 60445

Four Flags Shopping Center
8261 Golf Road
Niles, Illinois 60714

5301 West Lexington Avenue
Chicago, Illinois 60644

Hobson Shopping Center
931 West 75th Street, Suite 161
Naperville, Illinois 60565

Eastwood Mall
428 South Eastwood Drive
Woodstock, Illinois 60098

570 West 209th Street
Chicago Heights, Illinois 60411