

Voluntary Temporary Surrender (VTS)

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A driver can surrender their license (individual classes/endorsements or the entire license) at any time for a variety of reasons. When a driver wants to do this, they complete a Voluntary Temporary Surrender (VTS) form ([MV3581](#)) and bring it or send it to the DMV. Note that a driver's Power of Attorney (POA) may also do this if they provide the paperwork to show that they have the authority to do this. When a driver surrenders a license for medical reasons, they can be offered a free ID for voting if they would like. Please also note that drivers over 65 can get a lifetime non-compliant ID.

For more information about Identification Cards, refer to

- [Identification Cards](#)
- [No Fee Identification Cards](#)
- Medical Voluntary Temporary Surrender (VTS): A person may opt for the VTS of license rather than take the tests or file a medical report.
 - Note: If highway signs, knowledge or skills test is attempted and failed, the person may choose to VTS license. A cancellation for unsuccessful examination will be entered if person refuses to VTS.
 - If person chooses to VTS, void the license and have customer complete the VTS form [MV3581](#). Indicate date and time of surrender.
 - The customer must complete and sign the statement on [MV3581](#), "I volunteer to temporarily surrender my license(s) because _____." Only the driver surrendering the license can sign unless power of attorney (POA) or guardianship has been granted to another person. Require proof of POA and guardianship. (All POA and guardianship documents must be reviewed and approved by MRF.) Email the forms to MRF and, once approval is given, check box on [MV3581](#) that POA was authorized and badge ID.

- The customer must complete and sign the [MV3581](#) (copy of driving receipt is not an acceptable substitute), all [MV3581](#) s and surrendered licenses should be destroyed per regional policy. If the [MV3581](#) is signed by the POA or Guardianship, a copy of the POA/Guardianship Court documents must be faxed to MRF to be included in the driver's file.
- If the driver is surrendering the license due to medical reasons:
 - Provide the driver with the opportunity to get a free ID card for voting purposes.
 - Customers over the age of 65 may also have the opportunity to apply for a non-expiring ID card.
 - Email a copy of the completed VTS form to MRF, so they can add it to the driver's medical record.
- Enter VTS under Client Management System (CMS). Always use RLP Charge Code for medical. (Refer to the attached VTS Processing Cheat Sheet.)

VTS PROCESSING SCENARIOS

SCENARIO	CHARGE CODE TO USE	PRODUCT(S) (Class(es) and/or endorsements)	STANDARD CLOSE REQUIREMENT & ANY ADDITIONAL WORKER ACTIONS
Dropping class M (non-medical reason - does not want class anymore)	CLA - Pick "Other" for reason	M	Application and dup/renewal fee
Dropping all CDL classes with or without endorsements. (non	CLA - Pick	All CDL classes	

medical reason – does not want CDL product anymore) SCENARIO	“Other” for reason. CHARGE CODE	and/or PRODUCT(S) (Class(es)	Application and dup/renewal fee STANDARD CLOSE REQUIREMENT & ANY
Has Class C only w/S&P. Dropping both S and P.	TO USE CLA – Pick	and/or endorsements)	ADDITIONAL WORKER ACTIONS Application and dup/renewal fee
(non medical reason – does not want anymore)	“Other” for reason.	C, S and P	Knowledge, highway signs and skills tests required if dropped at renewal.
Insurance premiums too high (not required to file SR-22)	CLA, pick Insurance for reason.	All	Application and dup/renewal fee
Dropping “S” only (at renewal)	EDT	S	Application and dup/renewal fee Knowledge, highway signs and skills test.
Dropping H endorsements. (non medical reason – does not want anymore)	EDT	H	Application and dup/renewal fee Knowledge test required if at renewal.
Does not want to file SR-22 insurance.	INS	All	Application and dup/renewal fee. SR-22 or FPT date.
Special Exam - Does not want to take knowledge tests or failed knowledge	RLP	D and/or any CDL	Application and dup/renewal fee Knowledge, highway signs and skills tests. Offer a free ID card for voting purposes. If the customer is over

tests. SCENARIO	CHARGE CODE TO USE	PRODUCT(S) (Class(es) and/or endorsements)	the age of 65, offer a non-expiring ID card. Email a copy of the completed VTS form to MRF- see email link below this chart. STANDARD CLOSE-REQUIREMENT & ANY ADDITIONAL WORKER ACTIONS
			Application and dup/renewal fee
Special Exam - Does not want to take skills test or failed skills test.	RLP	D and/or any CDL	Skills test in highest CLA/EDT vehicle Offer a free ID card for voting purposes. If the customer is over the age of 65, offer a non-expiring ID card. Email a copy of the completed VTS form to MRF- see email link below this chart.
VTS form or letter from central office indicates some type of medical problem.	RLP	Whatever product the letter/form pertains to.	Click on "Condition Filter" and pick proper medical category and condition. (See chart in processing manual) Offer a free ID card for voting purposes. If the customer is over the age of 65, offer a non-expiring ID card. Email a copy of the completed VTS form to MRF - see email link below this chart.
Customer or doctor indicates they cannot drive anymore due to vision or medical condition	RLP	All	Click on "Condition Filter" and pick proper medical category and condition. See chart in processing manual. Offer a free ID card for voting purposes. If the customer is over the age of 65, offer a non-expiring ID card. Email a copy of the

	CHARGE	PRODUCT(S)	completed VTS form to MRF- see email link below this chart. STANDARD CLOSE
SCENARIO	CODE TO USE	(Class(es) and/or endorsements)	REQUIREMENT & ANY ADDITIONAL WORKER ACTIONS proper category and condition. (See chart in processing manual.)
Unacceptable 3030V report or VTS form indicates vision problems.	RLP	All	Offer a free ID card for voting purposes. If the customer is over the age of 65, offer a non-expiring ID card. Email a copy of the completed VTS form to MRF- see email link below this chart.
Does not want to file "off year" SB medical.	RLP	S	Click on "Condition Filter" and pick SB category and condition. (See chart in processing manual)

Open this [email link](#) to send a copy of the VTS form to MRF.