This document is created to help members put in a request for a CAP Driver's License within eServices. Screenshots for every step are underneath each. The CAP Driver's License is required for all members wanting to drive/operate vehicles assigned to CAP.

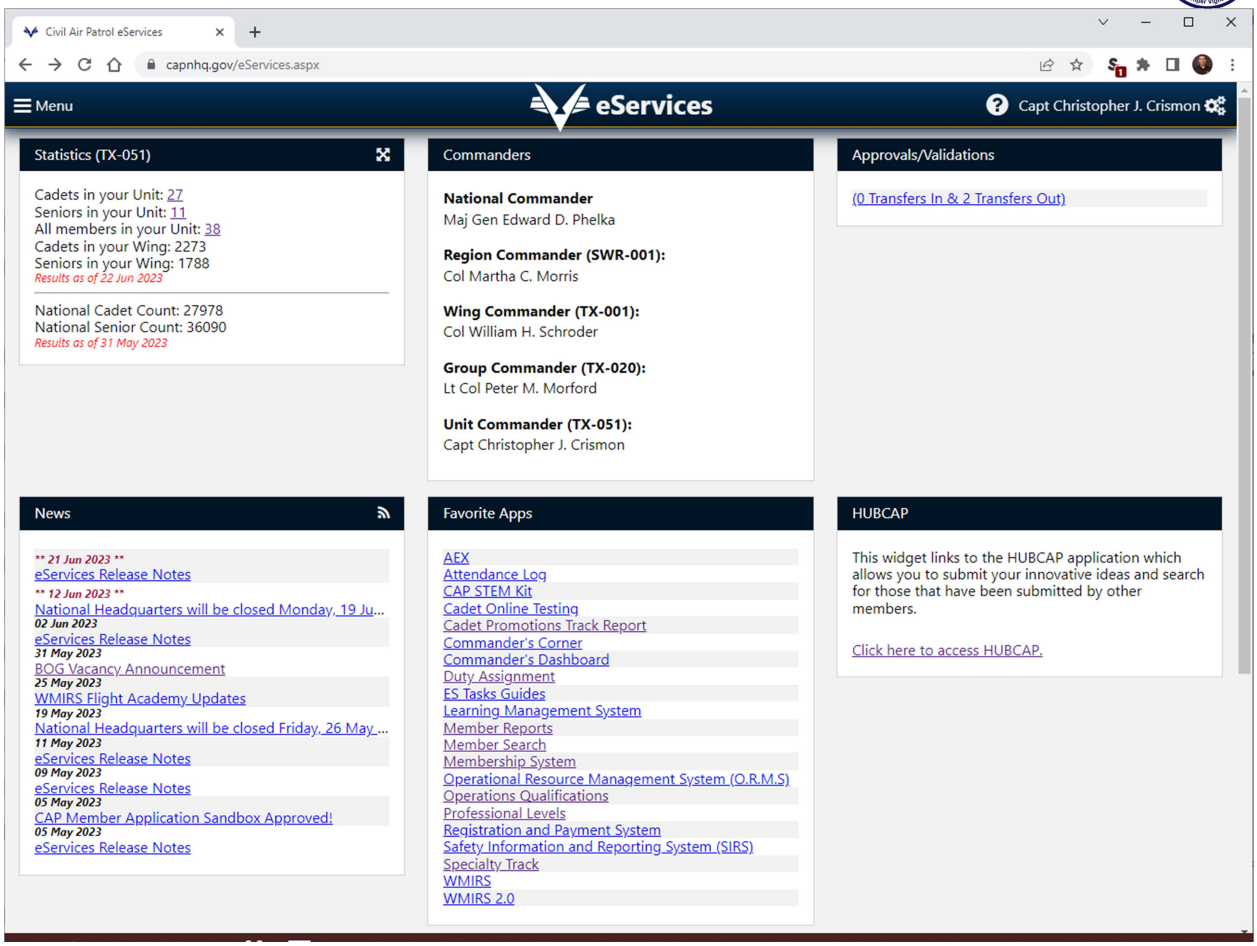
Before continuing, please make sure to have a digital copy of the following as separate files:

- Current driver's license (front and back), and
- State DMV Driving Record(s) (singular or combined file) showing any driving violations within the past two years preceding the date of request (if none, document(s) should state as such)

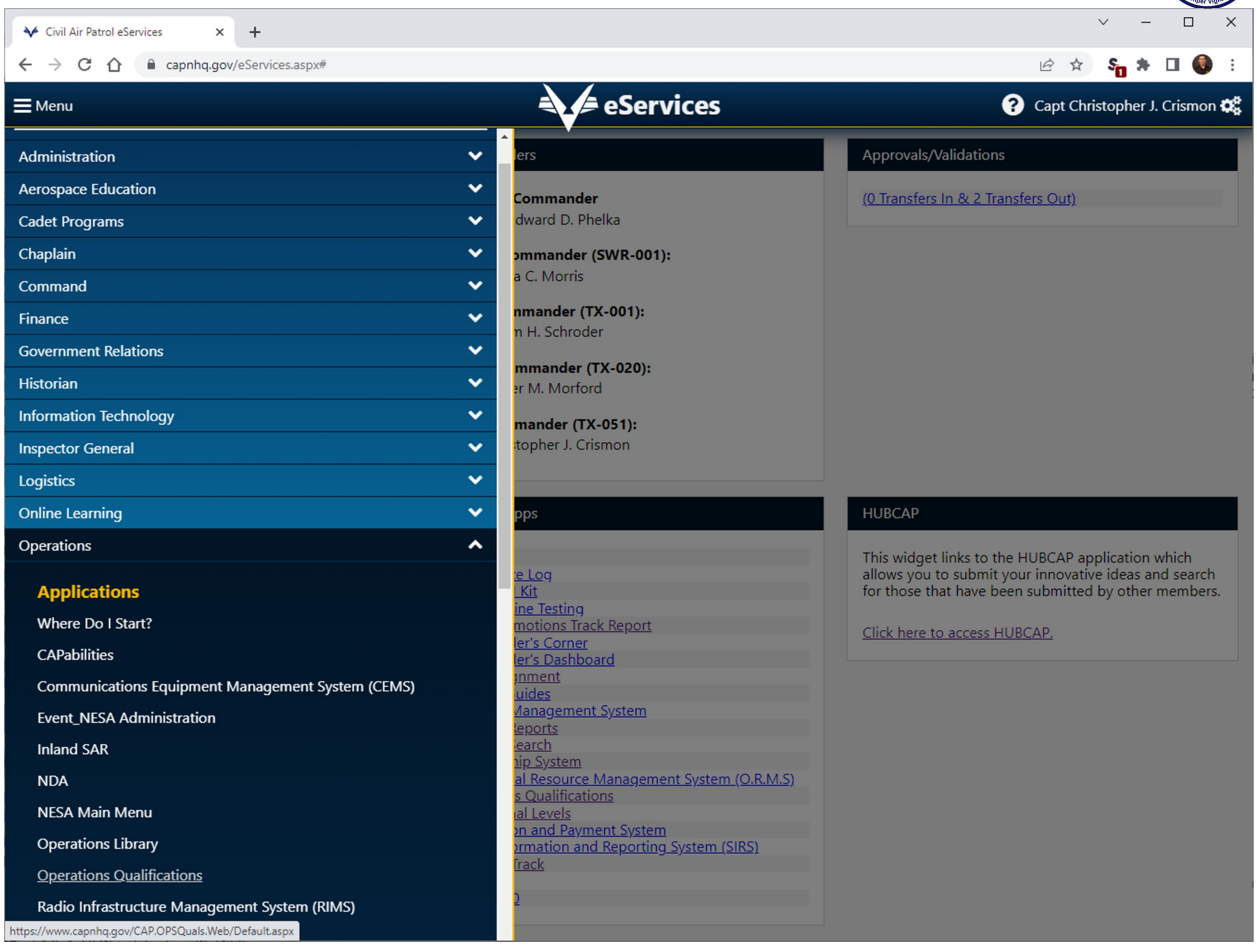
Please refer to *CAPR 77-1: Operation and Maintenance of Civil Air Patrol Vehicles* for more information:
https://www.gocivilairpatrol.com/media/cms/R_771_with_Change_1_ICL_2005_and_IC_1F782693FAE6C.pdf

CIVIL AIR PATROL
U.S. AIR FORCE AUXILIARY

Instructions on CAP Driver's License Set-Up

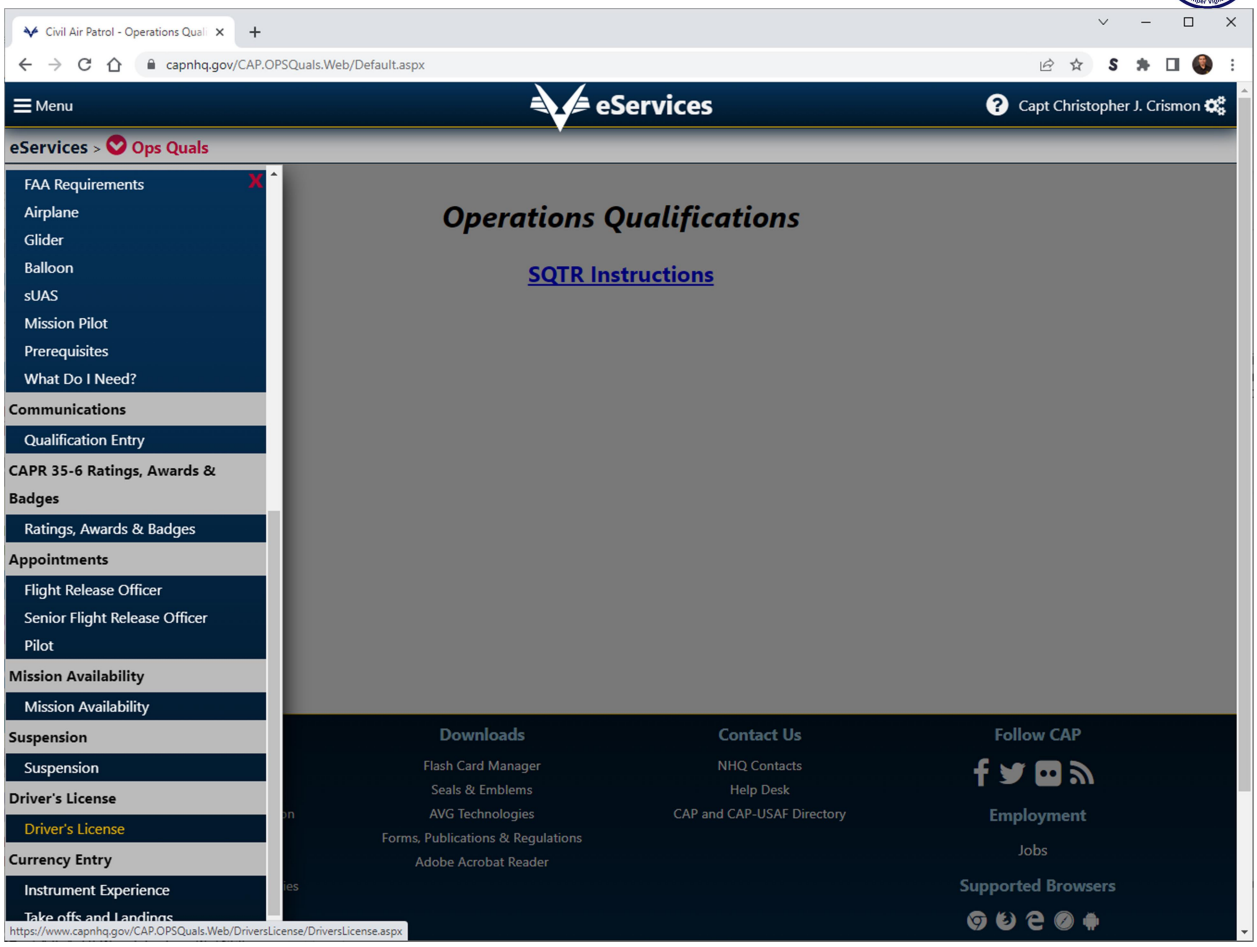


1. Log on to eServices by visiting https://capnhq.gov/



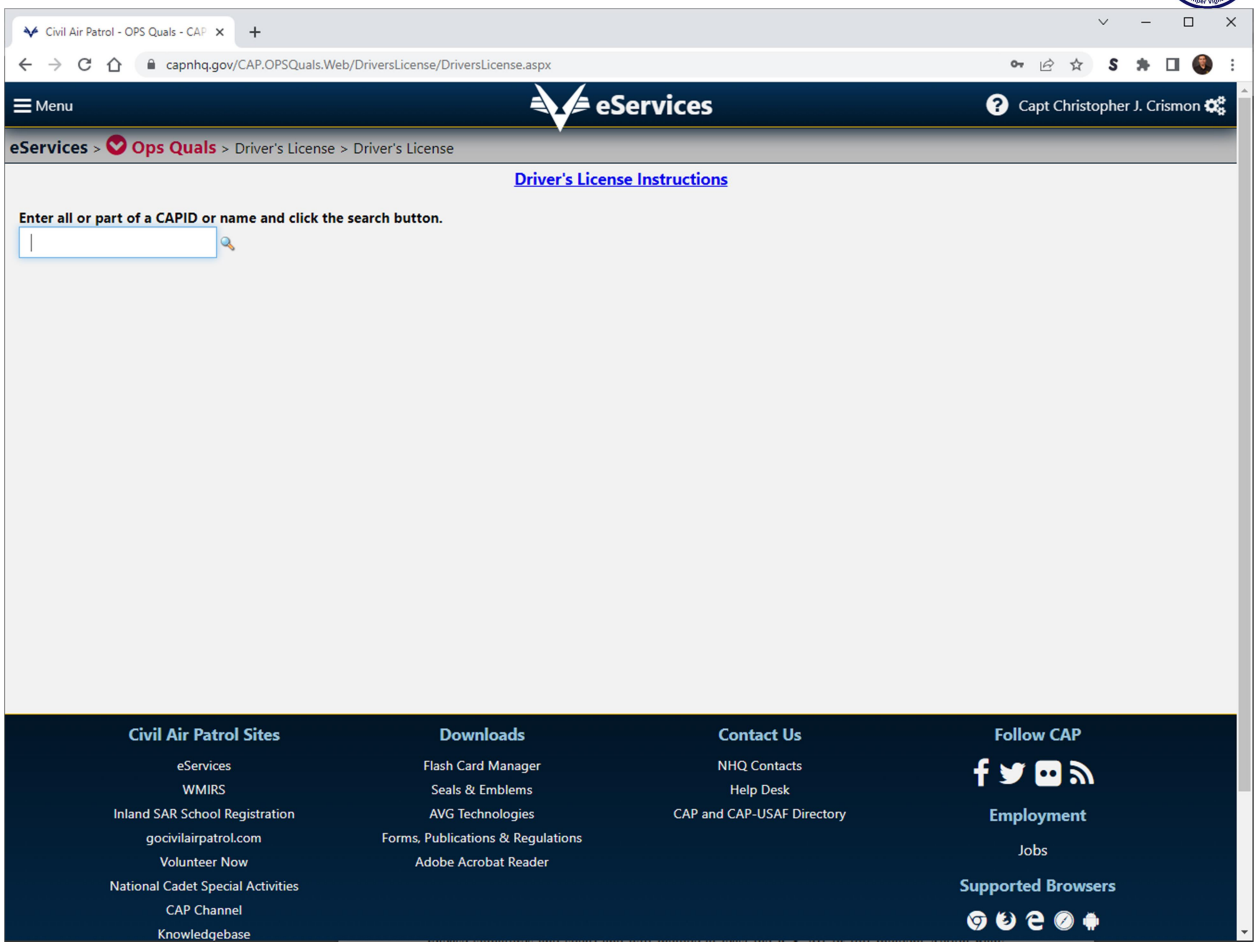
2. Click on the

at the top-left corner.
3. Click on "Operations"
4. Click on "Operations Qualifications"



5. Click on

6. Scroll down to find and click on the "Driver's License" link

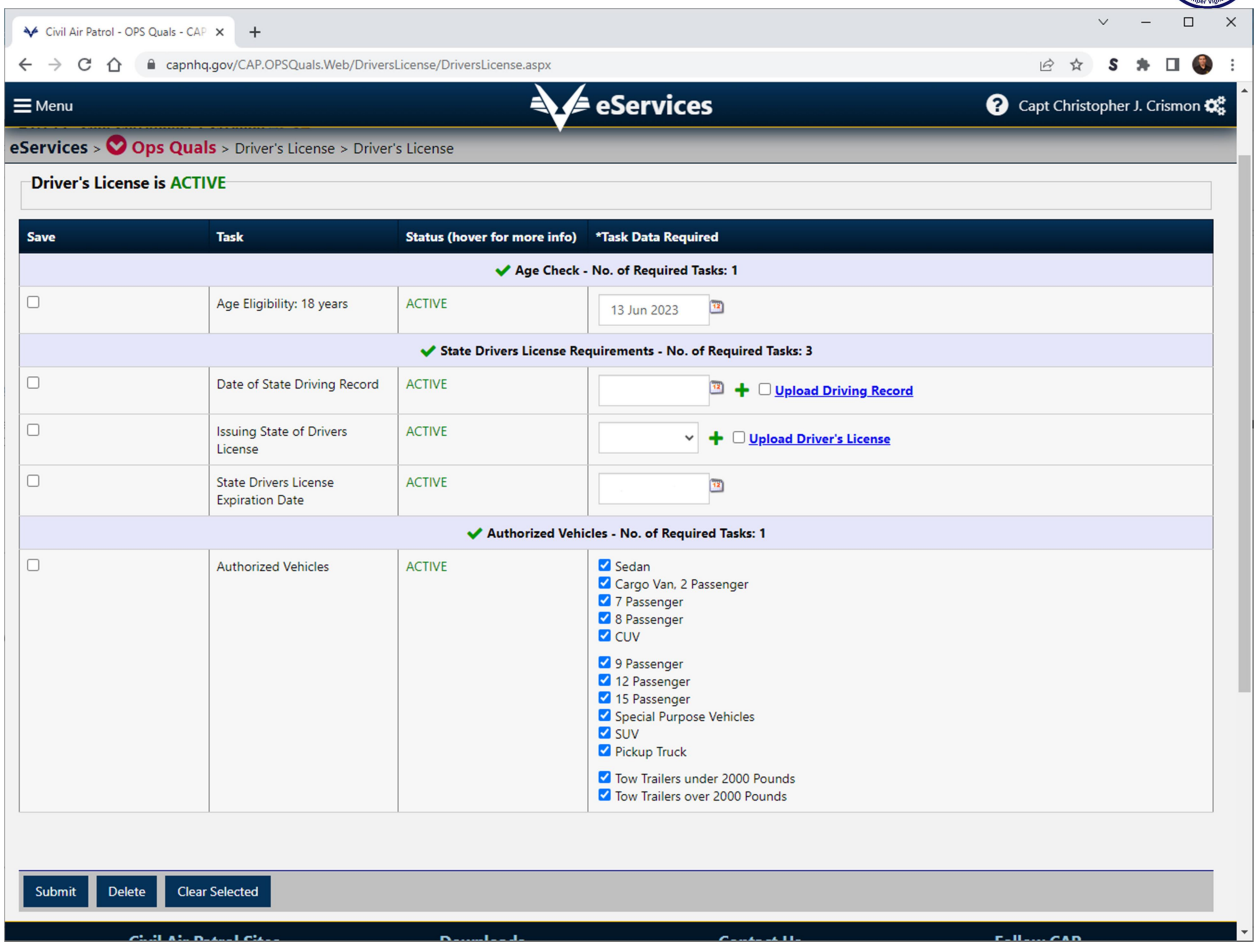


7. Enter in your CAPID in the field and press Enter.

NOTE: If you are under the age of 18, you will see the following message:

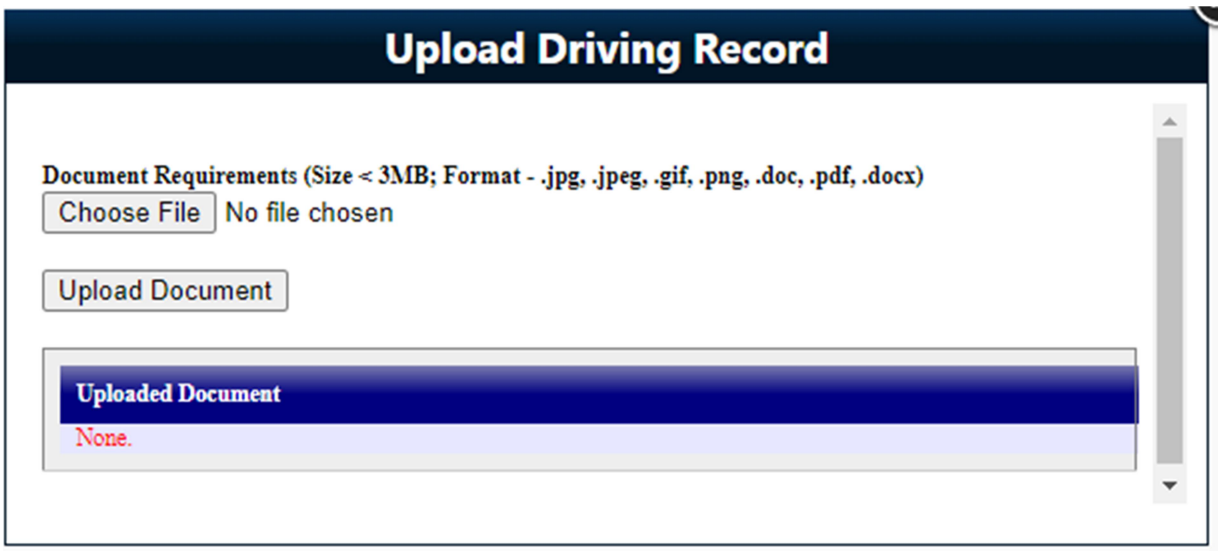
You must be 18 or older to obtain a Civil Air Patrol Driver's License.

Even if you are able to drive legally outside of CAP, you still will not be able to obtain a CAP DL until you reach 18 years of age due to regulations.



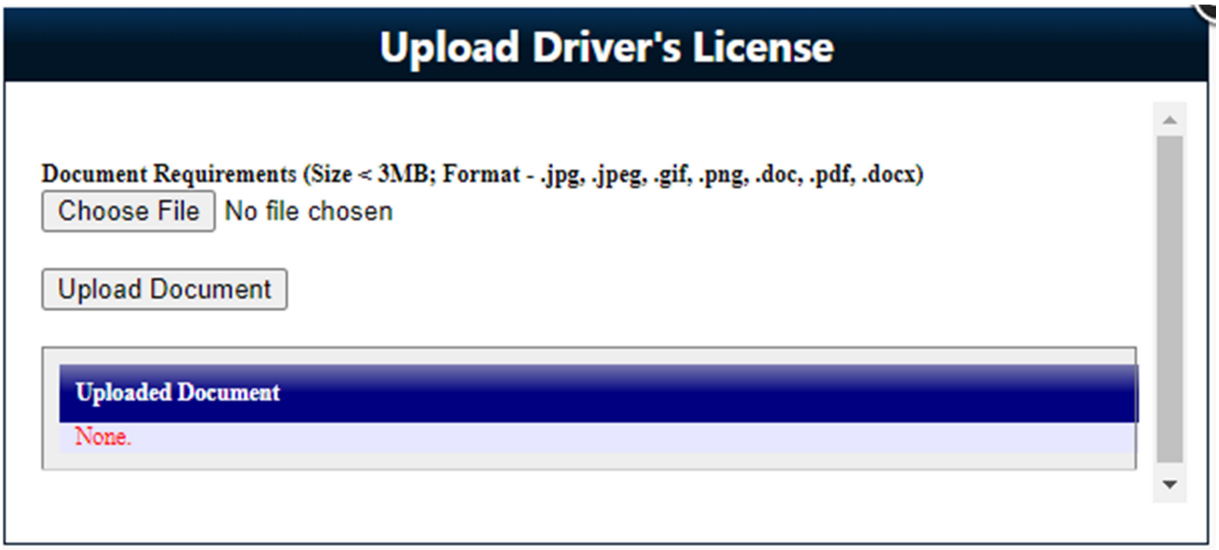
8. This screen will show the current status of your "CAP Driver's License" if you have one. The age check is automatic, so that will automatically be set to "ACTIVE." Follow each row through the table to properly request for your CAP DL:

9. In the "Date of State Driving Record" row:
    a. Click on the check box at the left to select that entry,
    b. Input the date of when you requested the Driving Record (will be printed on the Driving Record itself),
    c. Click on the check box next to the "Upload Driving Record" link,



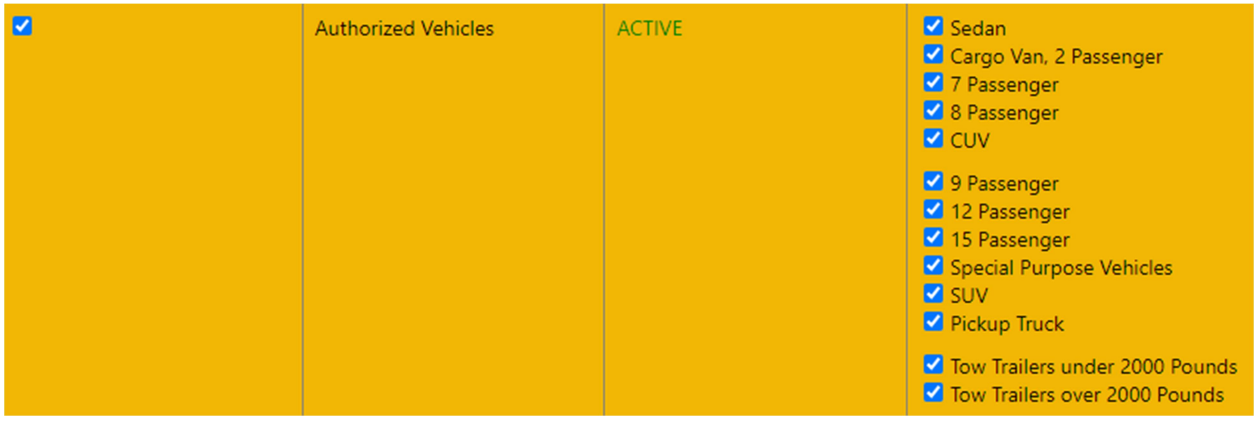
    d. Click the "Choose File" button to locate your digital/scanned Driving Record,
    e. Click on "Upload Document" to finalize this row.

10. In the "Issuing State of Driver's License" row:
    a. Click on the check box at the left to select that entry,
    b. Input the state of the Driver's License you are uploading,
    c. Click on the check box next to the "Upload Driver's License" link,

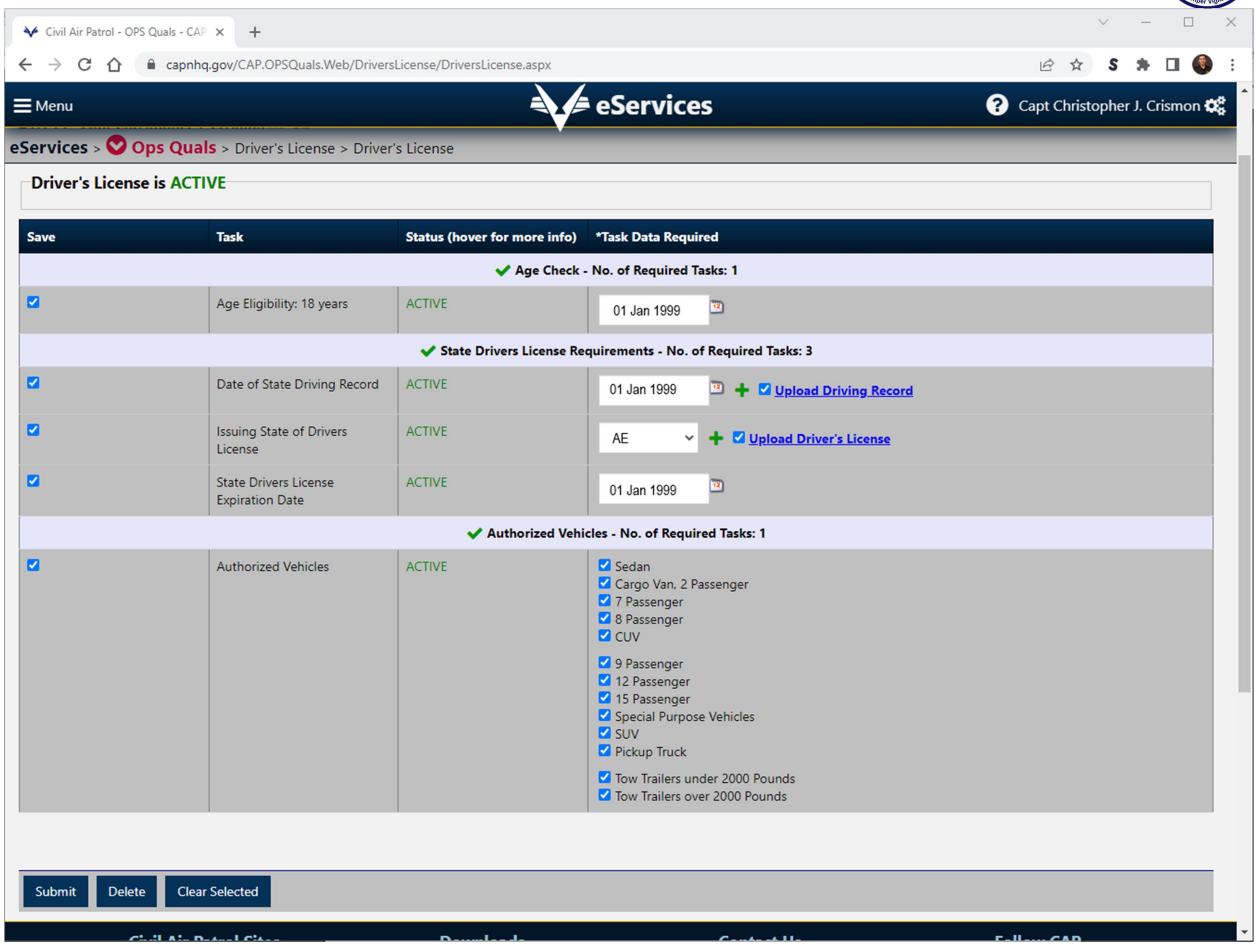


    d. Click the "Choose File" button to locate your scanned Driver's License,
    e. Click on "Upload Document" to finalize this row.

11. In the "State Driver's License Expiration Date" row:
    a. Click on the check box at the left to select that entry,
    b. Input the date of the expiration date stated on your Driver's License.



12. In the "Authorized Vehicles" row:
    a. Click on the check box at the left to select that entry,
    b. Click on all the check boxes on the right that you are qualified to drive. These should be similar to the content indicated on the Driver's License. If not, these can be provided by the training and experience you have.



13. After verifying all of these tasks are provided, click on at the bottom left hand corner to submit the request.

At this point, it will go through the chain of command up to Wing for approval at each level. The system will display who is able to provide approval/denial at each echelon. eServices will also send you an email for each action done at each level. Because there is Personally Identifiable Information (PII) on both documents, they will be purged from eServices either once Wing approves it *or* it is denied for any reason at any level.

Now you are all set! Once you have Wing approval for your CAP Driver's License, it will populate on your CAP 101 card under all the current qualifications you have as "Drv's Lic" along with all the vehicles you can drive and the date of expiration in the same box.

For renewal/reentry of request for your CAP Driver's License, make sure to select all tasks and click Delete. After doing so, it will look like you never submitted anything; follow the above steps again to send in a request for renewal/reentry of request. Contact your fellow unit-mates if you need help through this process, especially those that have processed their CAP Driver's License before.