



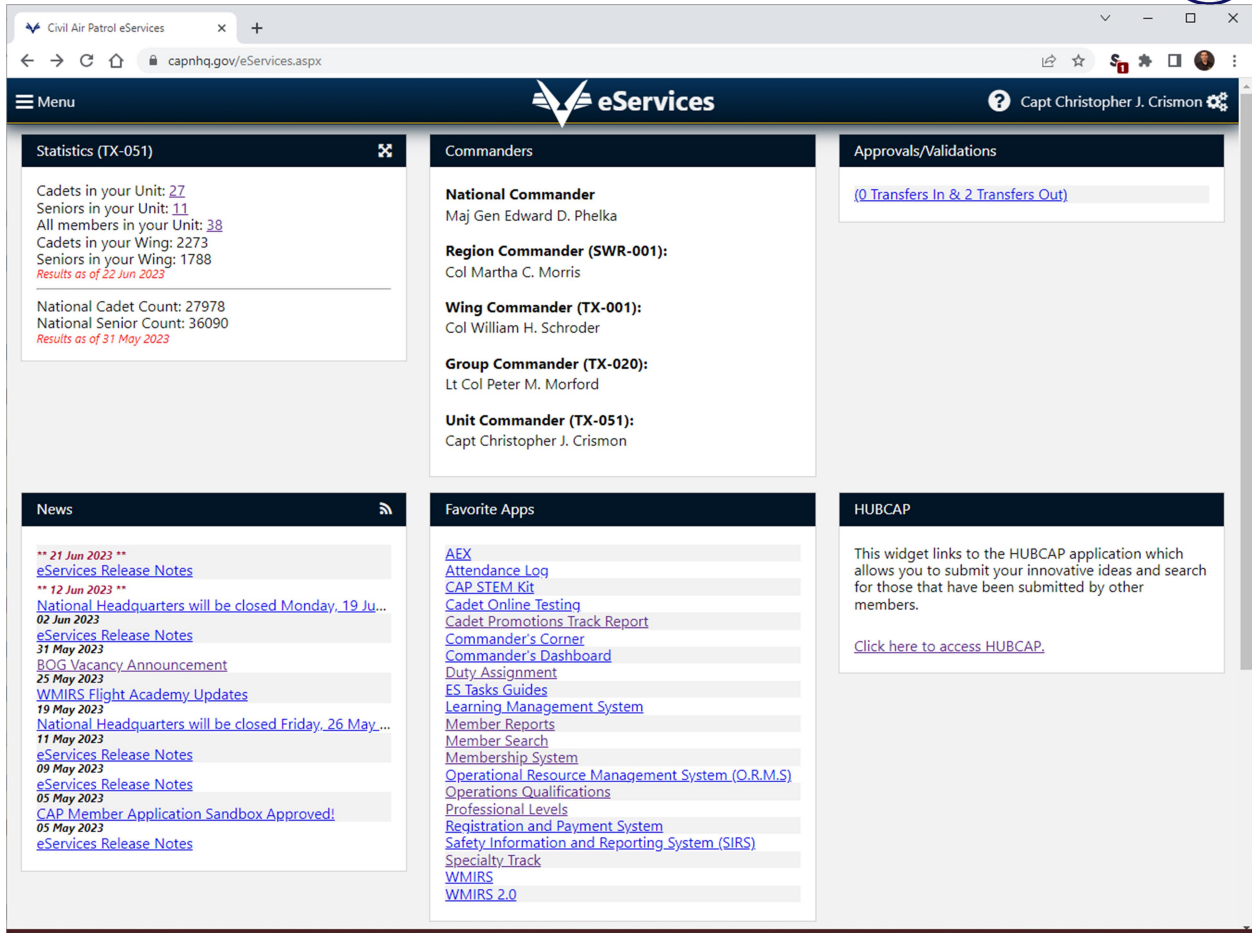
This document is created to help members put in a request for a CAP Driver's License within eServices. Screenshots for every step are underneath each. The CAP Driver's License is required for all members wanting to drive/operate vehicles assigned to CAP.

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:

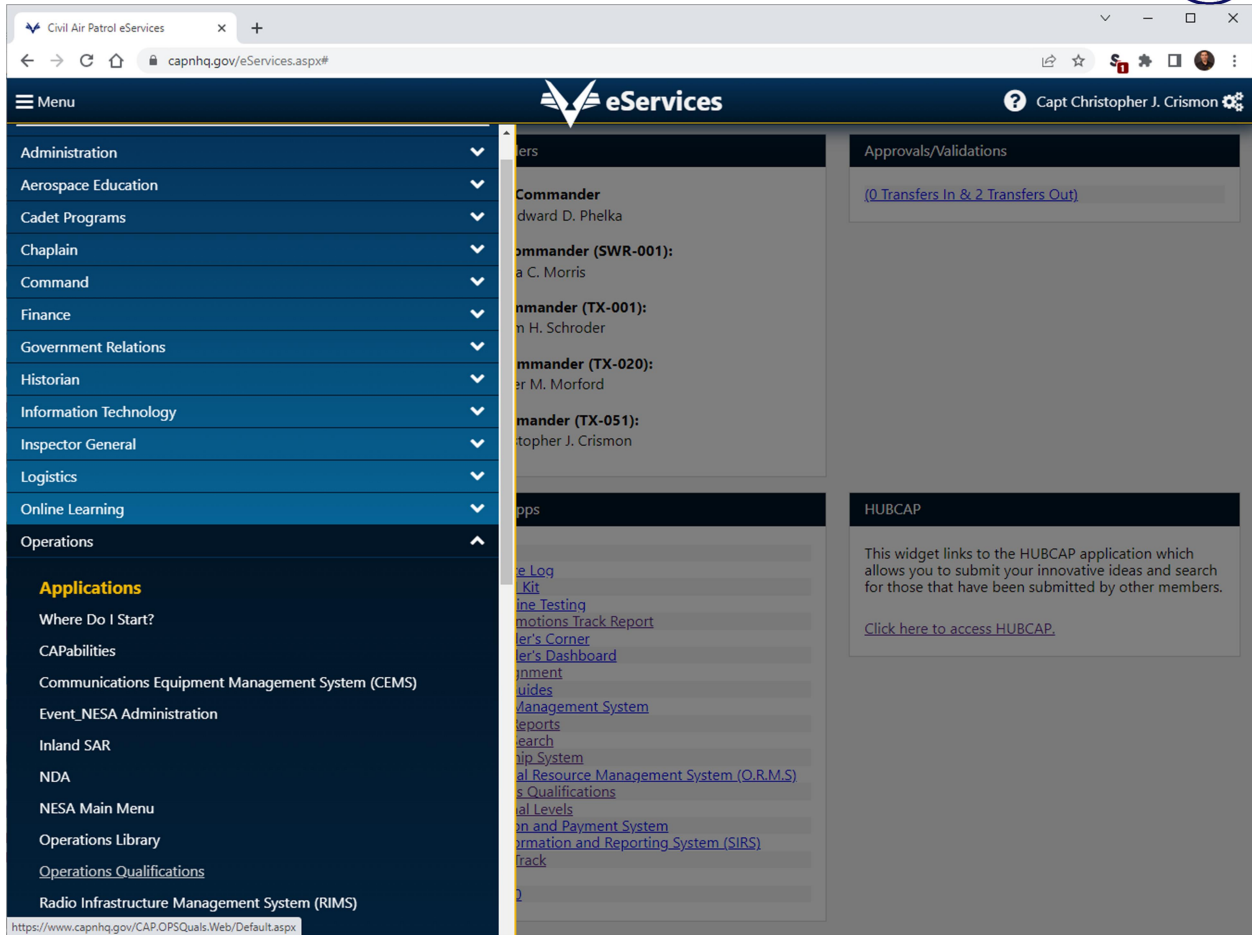
[https://www.gocivilairpatrol.com/media/cms/R\\_771\\_with\\_Change\\_1\\_ICL\\_2005\\_and\\_IC\\_1F782693FAE6C.pdf](https://www.gocivilairpatrol.com/media/cms/R_771_with_Change_1_ICL_2005_and_IC_1F782693FAE6C.pdf)




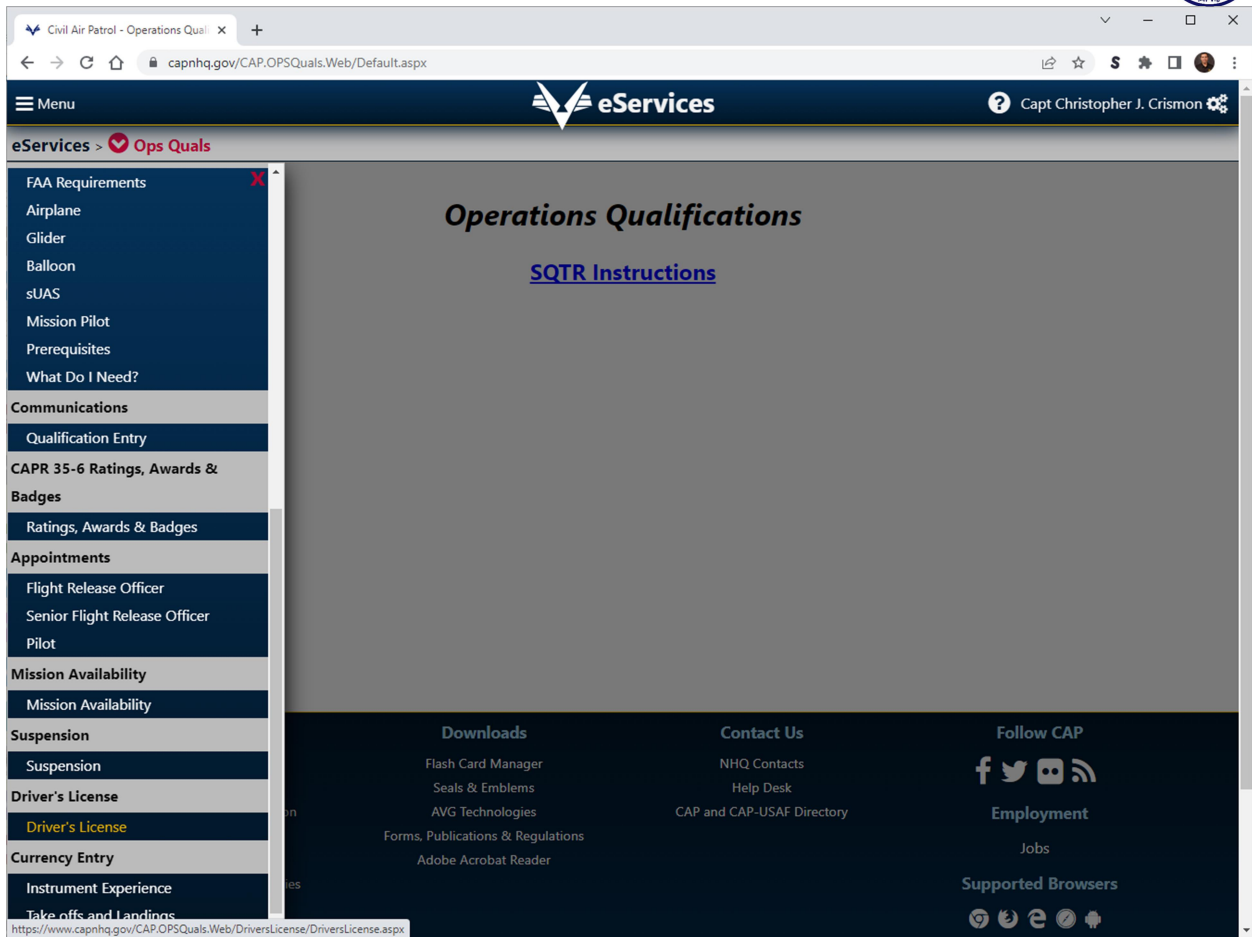
The screenshot shows the Civil Air Patrol eServices dashboard. The browser address bar displays [capnhq.gov/eServices.aspx](https://capnhq.gov/eServices.aspx). The user is logged in as Capt Christopher J. Crismon. The dashboard is divided into several sections:

- Statistics (TX-051):** Displays unit and wing statistics, including Cadets in your Unit (27), Seniors in your Unit (11), All members in your Unit (38), Cadets in your Wing (2273), and Seniors in your Wing (1788). It also shows National Cadet Count (27978) and National Senior Count (36090).
- Commanders:** Lists the National Commander (Maj Gen Edward D. Pheika), Region Commander (SWR-001) (Col Martha C. Morris), Wing Commander (TX-001) (Col William H. Schroder), Group Commander (TX-020) (Lt Col Peter M. Morford), and Unit Commander (TX-051) (Capt Christopher J. Crismon).
- Approvals/Validations:** Shows a link for (0 Transfers In & 2 Transfers Out).
- News:** Lists recent news items with dates, such as eServices Release Notes from June 21, 2023, and National Headquarters closure announcements.
- Favorite Apps:** Provides a list of links to various applications, including AEX, Attendance Log, CAP STEM Kit, Cadet Online Testing, and the HUBCAP application.
- HUBCAP:** A section explaining that the widget links to the HUBCAP application for submitting innovative ideas and searching for others.

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



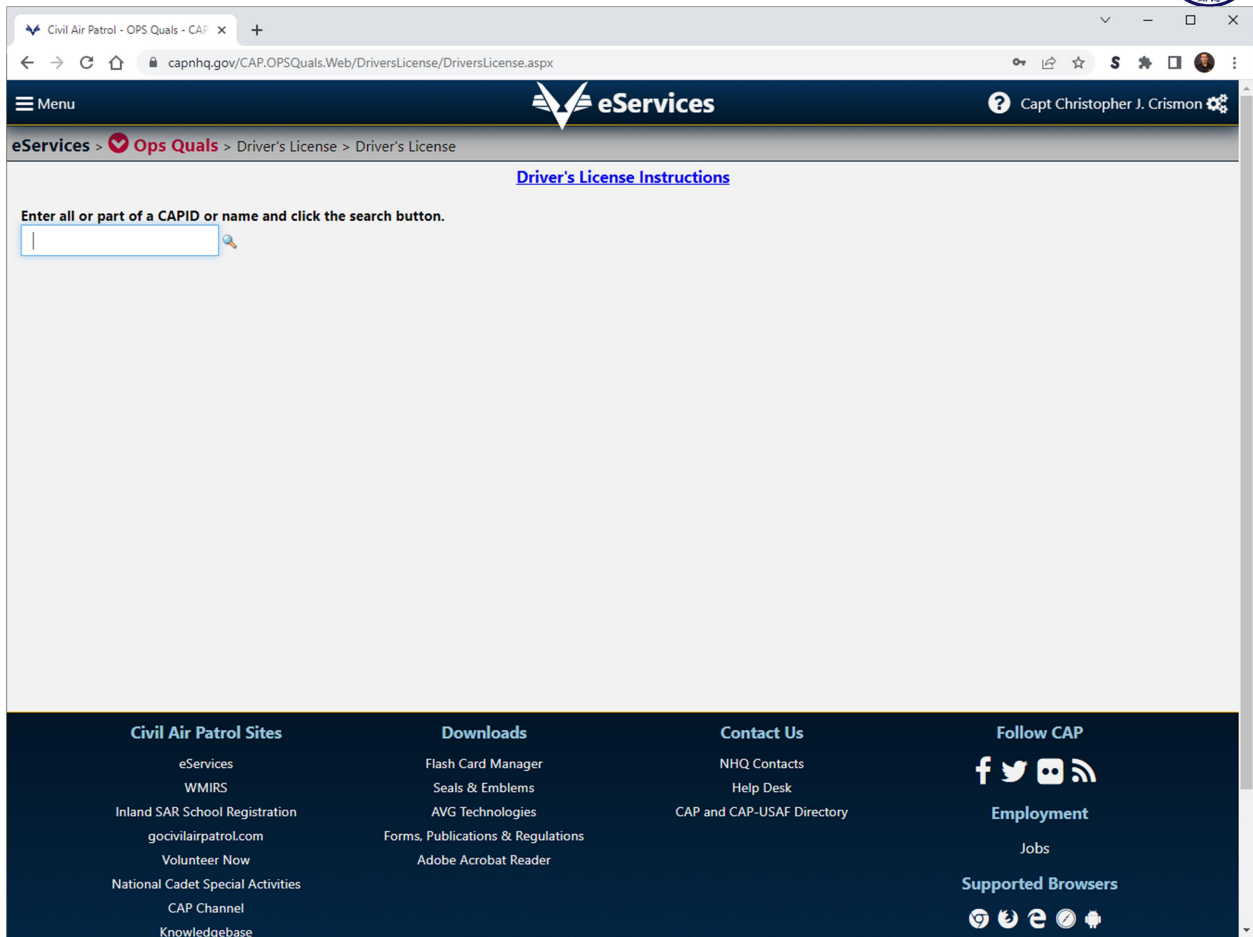
2. Click on the  Menu at the top-left corner.
3. Click on "Operations"
4. Click on "Operations Qualifications"



The screenshot shows a web browser window with the URL <https://www.capnhq.gov/CAP.OPSQuals.Web/Default.aspx>. The page header includes the CAP logo and the text "eServices" with a user profile for "Capt Christopher J. Crismon". A navigation menu on the left is expanded to show "Ops Quals" with a red heart icon. Under "Ops Quals", the "Driver's License" link is highlighted in yellow. The main content area displays "Operations Qualifications" and a link for "SQTR Instructions". The footer contains sections for "Downloads", "Contact Us", "Follow CAP", "Employment", and "Supported Browsers".


5. Click on 

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



Civil Air Patrol - OPS Quals - CAP x +

capnhq.gov/CAP.OPSQuals.Web/DriversLicense/DriversLicense.aspx

Menu  eServices Capt Christopher J. Crismon

eServices > Ops Quals > Driver's License > Driver's License


[Driver's License Instructions](#)

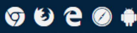
Enter all or part of a CAPID or name and click the search button.

**Civil Air Patrol Sites**  
eServices  
WMIRS  
Inland SAR School Registration  
gocivilairpatrol.com  
Volunteer Now  
National Cadet Special Activities  
CAP Channel  
Knowledgebase

**Downloads**  
Flash Card Manager  
Seals & Emblems  
AVG Technologies  
Forms, Publications & Regulations  
Adobe Acrobat Reader

**Contact Us**  
NHQ Contacts  
Help Desk  
CAP and CAP-USAF Directory

**Follow CAP**  
  
**Employment**  
Jobs

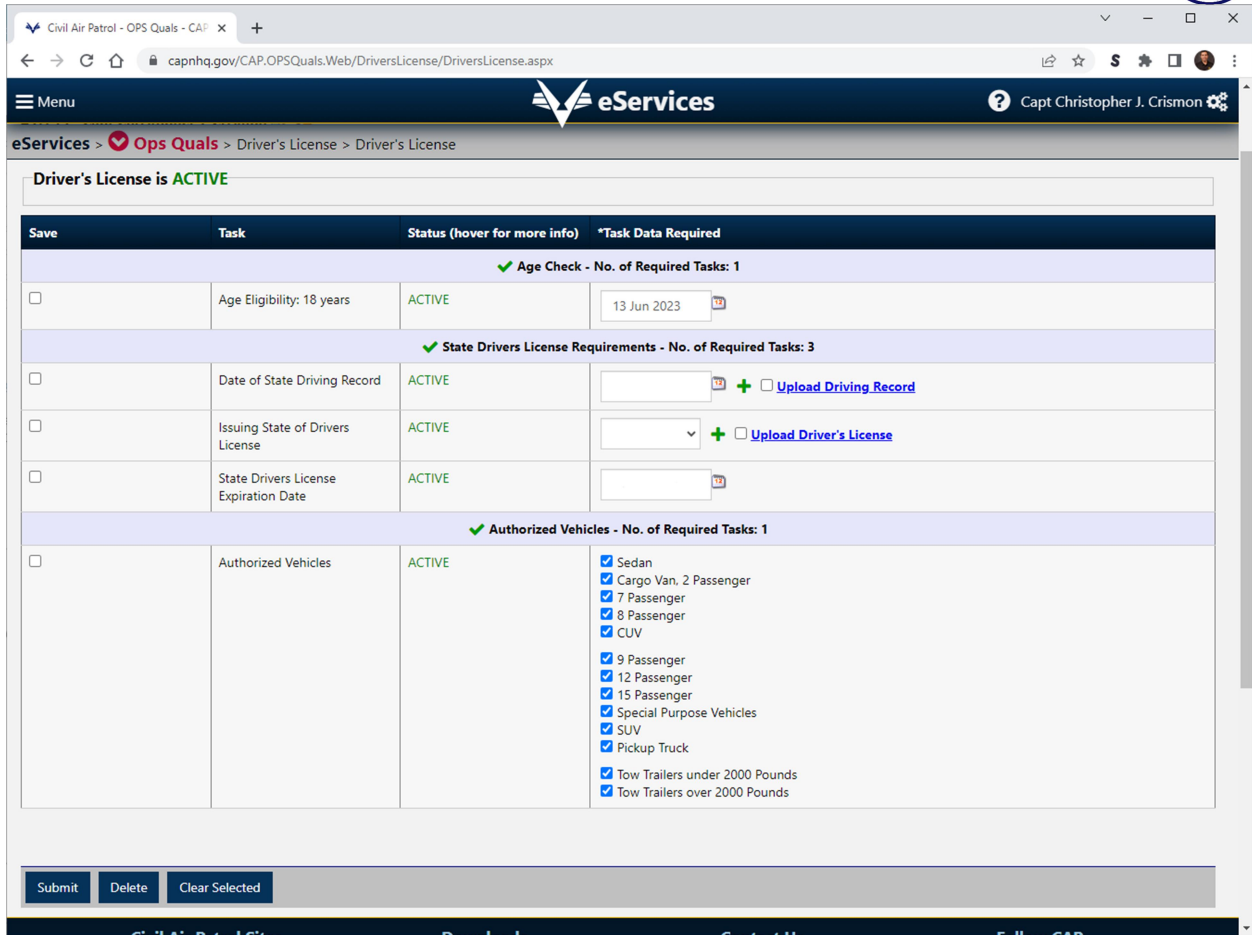
**Supported Browsers**  


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.



Driver's License is **ACTIVE**

Save	Task	Status (hover for more info)	*Task Data Required
✔ Age Check - No. of Required Tasks: 1			
<input type="checkbox"/>	Age Eligibility: 18 years	ACTIVE	13 Jun 2023
✔ State Drivers License Requirements - No. of Required Tasks: 3			
<input type="checkbox"/>	Date of State Driving Record	ACTIVE	<input type="text"/> + <input type="checkbox"/> Upload Driving Record
<input type="checkbox"/>	Issuing State of Drivers License	ACTIVE	<input type="text"/> + <input type="checkbox"/> Upload Driver's License
<input type="checkbox"/>	State Drivers License Expiration Date	ACTIVE	<input type="text"/>
✔ Authorized Vehicles - No. of Required Tasks: 1			
<input type="checkbox"/>	Authorized Vehicles	ACTIVE	<input checked="" type="checkbox"/> Sedan <input checked="" type="checkbox"/> Cargo Van, 2 Passenger <input checked="" type="checkbox"/> 7 Passenger <input checked="" type="checkbox"/> 8 Passenger <input checked="" type="checkbox"/> CUV <input checked="" type="checkbox"/> 9 Passenger <input checked="" type="checkbox"/> 12 Passenger <input checked="" type="checkbox"/> 15 Passenger <input checked="" type="checkbox"/> Special Purpose Vehicles <input checked="" type="checkbox"/> SUV <input checked="" type="checkbox"/> Pickup Truck <input checked="" type="checkbox"/> Tow Trailers under 2000 Pounds <input checked="" type="checkbox"/> Tow Trailers over 2000 Pounds

Submit Delete Clear Selected

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:

<input checked="" type="checkbox"/>	Date of State Driving Record	ACTIVE	<input type="text"/>	<input checked="" type="checkbox"/> <a href="#">Upload Driving Record</a>
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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,

### Upload Driving Record

Document Requirements (Size < 3MB; Format - .jpg, .jpeg, .gif, .png, .doc, .pdf, .docx)

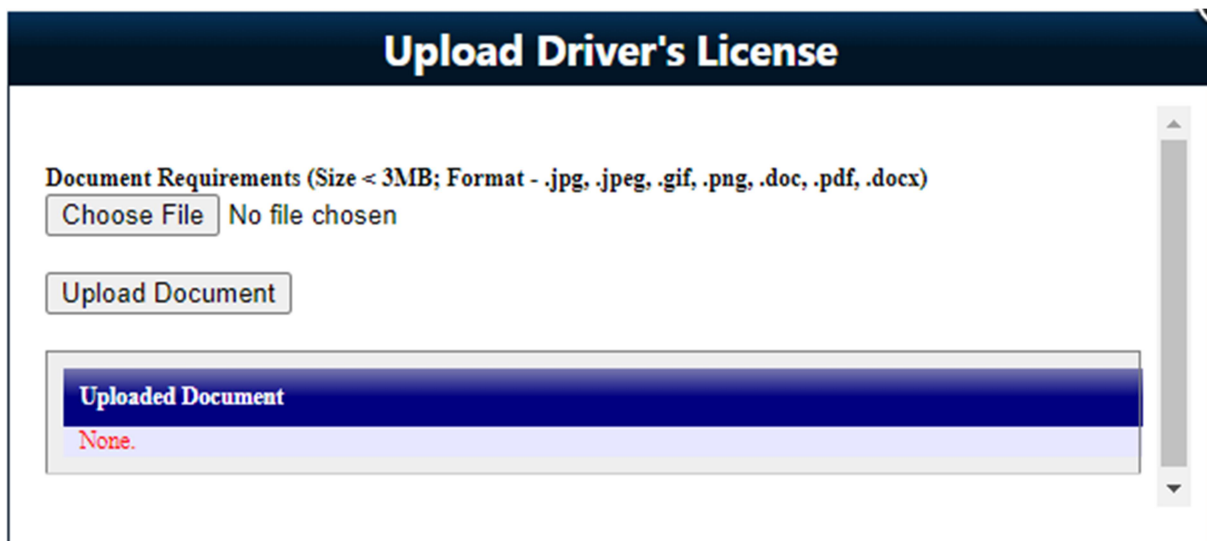
No file chosen

Uploaded Document
None.

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

<input checked="" type="checkbox"/>	Issuing State of Drivers License	ACTIVE	<input type="text"/>	<input checked="" type="checkbox"/> <a href="#">Upload Driver's License</a>
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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,



**Upload Driver's License**

Document Requirements (Size < 3MB; Format - .jpg, .jpeg, .gif, .png, .doc, .pdf, .docx)

No file chosen

Uploaded Document
None.

- d. Click the “Choose File” button to locate your scanned Driver’s License,
  - e. Click on “Upload Document” to finalize this row.



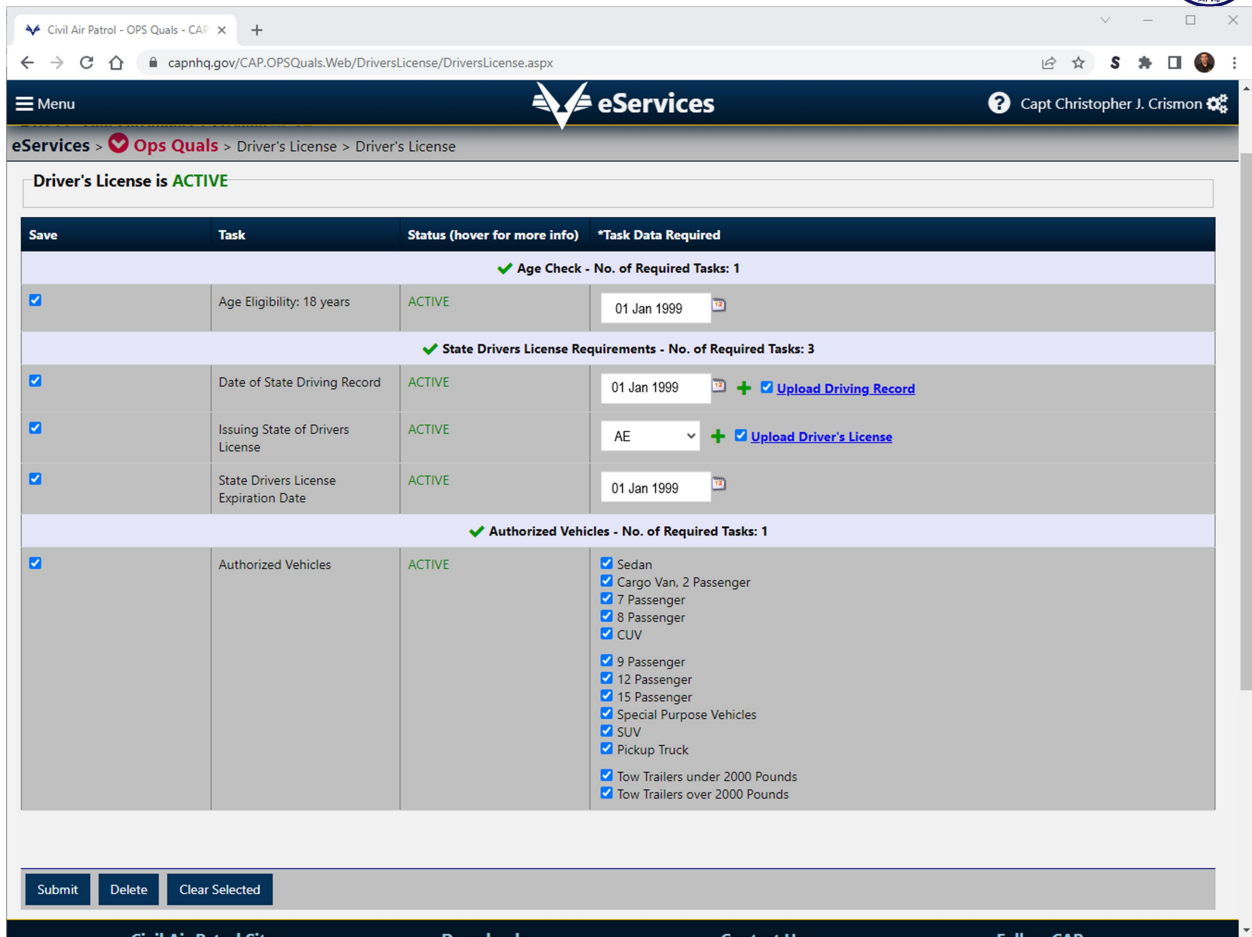


<input checked="" type="checkbox"/>	State Drivers License Expiration Date	ACTIVE	<input type="text"/>
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11. In the “State Driver’s License Expiration Date” row:
  - a. Click on the check box at the left to select that entry,
  - b. Input the date of the expiration date stated on your Driver’s License.

<input checked="" type="checkbox"/>	Authorized Vehicles	ACTIVE	<input checked="" type="checkbox"/> Sedan <input checked="" type="checkbox"/> Cargo Van, 2 Passenger <input checked="" type="checkbox"/> 7 Passenger <input checked="" type="checkbox"/> 8 Passenger <input checked="" type="checkbox"/> CUV  <input checked="" type="checkbox"/> 9 Passenger <input checked="" type="checkbox"/> 12 Passenger <input checked="" type="checkbox"/> 15 Passenger <input checked="" type="checkbox"/> Special Purpose Vehicles <input checked="" type="checkbox"/> SUV <input checked="" type="checkbox"/> Pickup Truck  <input checked="" type="checkbox"/> Tow Trailers under 2000 Pounds <input checked="" type="checkbox"/> Tow Trailers over 2000 Pounds
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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.



Driver's License is ACTIVE

Save	Task	Status (hover for more info)	*Task Data Required
✔ Age Check - No. of Required Tasks: 1			
<input checked="" type="checkbox"/>	Age Eligibility: 18 years	ACTIVE	01 Jan 1999
✔ State Drivers License Requirements - No. of Required Tasks: 3			
<input checked="" type="checkbox"/>	Date of State Driving Record	ACTIVE	01 Jan 1999 <a href="#">+ Upload Driving Record</a>
<input checked="" type="checkbox"/>	Issuing State of Drivers License	ACTIVE	AE <a href="#">+ Upload Driver's License</a>
<input checked="" type="checkbox"/>	State Drivers License Expiration Date	ACTIVE	01 Jan 1999
✔ Authorized Vehicles - No. of Required Tasks: 1			
<input checked="" type="checkbox"/>	Authorized Vehicles	ACTIVE	<input checked="" type="checkbox"/> Sedan <input checked="" type="checkbox"/> Cargo Van, 2 Passenger <input checked="" type="checkbox"/> 7 Passenger <input checked="" type="checkbox"/> 8 Passenger <input checked="" type="checkbox"/> CUV <input checked="" type="checkbox"/> 9 Passenger <input checked="" type="checkbox"/> 12 Passenger <input checked="" type="checkbox"/> 15 Passenger <input checked="" type="checkbox"/> Special Purpose Vehicles <input checked="" type="checkbox"/> SUV <input checked="" type="checkbox"/> Pickup Truck <input checked="" type="checkbox"/> Tow Trailers under 2000 Pounds <input checked="" type="checkbox"/> Tow Trailers over 2000 Pounds

Submit Delete Clear Selected

- After verifying all of these tasks are provided, click on  at the bottom left 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.