



**Tennessee Department of Safety and Homeland Security**  
**Driver Services Division – Military Unit**  
**Browning Building, Room 253**  
**1150 Foster Avenue**  
**Nashville, Tennessee 37243**

**REQUEST TO ADD CODE 30 - APPLICANT CHECKLIST**

**Instructions:** Please complete the following checklist and use this form as a cover page when returning your information to the department regarding your request.

<b>Applicant Name:</b>		<b>License No.:</b>	
<b>Telephone Number:</b>		<b>E-mail Address:</b>	
<input type="checkbox"/>	<b>1. Applicant Request Letter:</b>	Please write/send a signed letter requesting the Code 30 be added to your license to the department.	
<input type="checkbox"/>	<b>2. Applicant Mailing Address:</b>	Please indicate the address where you would like the license w/code 30 designation to be mailed/returned: Address: _____ City: _____ State: _____ Zip: _____	
<input type="checkbox"/>	<b>3. License Fee:</b>	Please make the check or money order payable to the Tennessee Department of Safety and Homeland Security. The license fee for your first duplicate is \$8.00, subsequent duplicate requests the fee is \$12.00.	
<input type="checkbox"/>	<b>4. Required Documentation:</b>	Please include the following documentation: <input type="checkbox"/> Copy of Driver License <input type="checkbox"/> Copy of Orders <input type="checkbox"/> Copy of LES (shows TN as home of record)	
<input type="checkbox"/>	<b>5. Department Address:</b>	You may elect to send your request via overnight delivery (at your own expense) to the address below:  Tennessee Department of Safety and Homeland Security Driver Services Division – Special Handling Attn: Janet Osborne, Military Coordinator Browning Building, Room 253 1150 Foster Avenue Nashville, TN 37243	
<input type="checkbox"/>	<b>6. Overnight Delivery Option</b>	In order for the department to return the license with the Code 30 via overnight delivery, it will be necessary for you to provide a pre-paid overnight shipping slip (at your expense). You can speak with the overnight mail service provider regarding how to obtain this from them and include it in your package. Otherwise, the license will be returned to you regular mail. Please select one of the following:  <input type="checkbox"/> Overnight Delivery Slip Enclosed (at your expense) <input type="checkbox"/> Please return regular mail to the address above (#2)	
If you have questions or need additional information, please contact the department.			

SCRIPT FOR CIVILIAN EMPLOYEES and DEPENDENTS

- 1) Letter requesting renewal (include driver license number)
- 2) Copy of current Tennessee License
- 3) Letter of employment (letterhead) working overseas
- 4) Address where to mail new license
- 5) Fee of:\_\_\_\_\_ payable to: TDOS (personal check, cashier's check or money order)

Mail all documents to:  
Tennessee Dept. of Safety  
1150 Foster Avenue  
Nashville, TN 37243  
ATTN: Janet Osborne

SCRIPT FOR MILITARY DEPENDENTS

- 1) Letter requesting renewal (include driver license number)
- 2) Copy of current Tennessee License
- 3) Copy of spouse's/parents military orders
- 4) Address where to mail new license
- 5) Fee of:\_\_\_\_\_ payable to: TDOS (personal check, cashier's check or money order)

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