



## Applying for a Driver's Education Permit/DE-99

The information that is required on this window follows the paper application for a driver's education permit that you are currently using.

For assistance please contact:

**Technical** – 785-296-6993

**Medical/Vision Unit**– 785-368-8971

### Applying for a Permit

1. Type **www.ksrevenue.org** in your internet browser.  
The Kansas Department of Revenue website displays.
2. Click the **Driver's Ed Instructor Portal** Quick links button located under the Vehicles section towards the bottom of the screen.  
The Kansas Department of Revenue Customer Service Center login window displays.
3. Type your email address in the **Email Address** field.
4. Type your password in the **Password** field.  
**Note:** If you forgot the password click the **Forgot your Password** link for further instruction.
5. Click the **Sign In** button.  
The Home window displays.
6. Click the **Account Management** button.  
The Account Listing window displays.

7. Click the **Manage Account** link on the Account Listing window.  
The Account Information window displays.
8. Click the **Manage My Drivers Education Account** link.  
The Drivers Education window displays. From here you can apply for a driver's education permit, view pending payments, view reports and obtain forms.
9. Click the **Apply for a Driver's Education Permit (DE-99 prt 1)** link.  
The Kansas Division of Vehicles application for Kansas Driver Education Permit window displays.
10. Type **School Information** in the appropriate text boxes.  
The school information will remain as long as you are logged into the portal. If you log out you will need to retype the information.
11. Type the **Student Information** in the appropriate text boxes.

The following format must be used:

**Date of Birth**, mm/dd/yyyy (01/01/1999)

**Height**, x Ft, xx In (5 ft 04 in)

**Weight**, xxx (099 or 115)

12. Click the appropriate radio button to answer the **Medical, Vision and License Questions**.  
Please read the questions carefully, the wording may have changed. An important statement regarding foreign exchange students has been added. The statement and document listing will follow on the next page.
13. Click the **Save and Continue** link.  
If you failed to provide required information, you will receive feedback at the top of the Kansas Division of Vehicles Application window. Required fields are marked with a red asterisk (\*). Complete the required information, and then click the Save and Continue button again.
14. If all required fields are completed, the Confirmation window displays.  
Verify that all the information displaying is correct. If you need to edit your information follow steps 15-16; otherwise skip to step 17.
15. Click the **Edit Student info** link to edit the student information.
16. Click the **Update and Continue** link.

17. Click the, **The driving school acknowledges that he or she understands that the applicant's lawful presence documentation must be copied and retained by the driving school for a period of two (2) years** checkbox.

The Application Submitted window displays.

18. Click the **Add Another Student** link if additional students need to be added.

19. Click the **Submit Payment** link after all students have been added.

The Transactions pending payment window displays.

20. Click the **Complete Transaction** link.

The Tax Payment window displays.

21. Select the radio button for an **Existing Bank Account**, if available.

If an account needs to be added follow steps 22-26, if not, skip to step 27.

22. Select the **Add a new bank account** radio button.

23. Type the bank routing number in the **Routing Number** text box.

24. Type the account number in the **Account Number** text box.

25. Select the account type from the **Account Type** drop-down.

26. Select the **Don't save bank information** radio button if you do not want the information saved for future use.

27. Click the **Save and Continue** button.

The payment confirmation window displays.

28. Print the **Payment Confirmation**, the information will not be available after leaving the window.

## Foreign Exchange Student

**When applying for a permit for a foreign exchange student, you must read and agree to the following statement:**

The driving school instructor acknowledges that he or she understands that the applicant's lawful presence documentation must be copied and retained by the driving school for a period of two (2) years.

The driving school instructor declares that he or she has inspected the lawful documentation submitted by the applicant and has retained a copy for State audit purposes.

The driving school instructor acknowledges that his or her failure to retain appropriate lawful presence documentation from the applicant for State auditing purposes shall constitute prima facie evidence that such lawful presence requirements were not required and justify the State's ability to immediately prohibit the driving school instructor from obtaining and issuing driving permits.

I declare under penalty of perjury that the above and foregoing responses are true and correct. Executed on the date this application is submitted to the State electronically.

Check Box if you so declare.

\*\*\*If you do not make such declaration, you will not be permitted to proceed with this permit application.

The document listing will be located to the right of the lawfully present statement:

- I-327 (Reentry Permit)
- I-551 (Permanent Resident Card)
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- Certificate of Citizenship
- Naturalization Certificate
- Machine Readable Immigrant Visa (with Temporary I-551 Language)
- Temporary I-551 Stamp (on Passport or I-94)
- I-94 (Arrival/Departure Record)
- I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
- Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
- DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- Other (Use Document description)