



HEADQUARTERS SOUTH DAKOTA WING  
CIVIL AIR PATROL  
United States Air Force Auxiliary  
4275 Airport Road, Suite A  
Rapid City, South Dakota 57703

**Confidential Driving Record (Abstract) Request Form**

Your CAP Driver's License is valid until your current state license is renewed. You should re-submit this application form approximately 30 days prior to renewal.

Member's Name (Last, First, MI): \_\_\_\_\_

Member's Mailing Address: \_\_\_\_\_

Date of Birth (dd/mmm/yy): \_\_\_\_\_

Driver's License, State and Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CAP ID Number:

CAP Unit Name: \_

E-mail address (your abstract will be sent directly to you to upload) \_

**CERTIFICATIONS:**

**Member:** *I certify that I possess a current and valid state driver's license.  
I further certify that I have read the latest CAP Regulation 77-1 and will abide by its provisions.*

Applicant's Signature: \_ Date: \_

**Commander:** *I certify that the applicant is a member in good standing with my unit and does not constitute an undue liability risk.*

Commanding Officer's Signature: \_ Date: \_

Commanding Officers Printed name: \_

## **Instructions for submitting Driving Record Request**

If your Commander requests that you drive a CAP vehicle then you must:

Complete the above form in order to receive a copy of your driving record. You may obtain your SD driving record on your own but there will be a charge from DMV to do so.

Complete all items on the above form and sign – Must be legible

Have your Commander sign and approve and e-mail it to Matt Meert at [matt.meert@sdcap.us](mailto:matt.meert@sdcap.us)

Twice a month (unless otherwise stated) our wing administrator will request an “abstract” driving record from the state of South Dakota DMV and your driving record will be e-mailed back to you. (not your commander)

Once you receive a copy of your driving record, you will need to upload a copy of your DL and the driving record abstract to eservices. Save as “last name DL photo” and “last name DL record” you will then log into E-Services and select either “My Operations Qualifications” or “Operations Qualification”.

Please follow the instructions that are available to you. If you need assistance uploading your documents please see your commander.

Once your information has been reviewed and approved you will then see it listed on your CAPF 101 (which can be printed from E-Services) which will serve as your CAP driver’s license.

**\*\*Please note that if you do not live in SD you will be responsible to obtain your driving record from your state of residence and upload that into Ops Qual (in E-Services)\*\***