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ADDENDUM to Motor Vehicle Division Policy Memo # 26-02

Issuance of Non-Domiciled CDLs and CLPs – final FMCSA rule effective 3.16.2026

ADDENDUM DATE: July 23, 2026 – Revised July 30th, 2026

FROM: MVD Policy and Partnerships Bureau

TO: All MVD staff and County Treasurers and Staff that issue CDLs and CLPs

SUBJECT

This addendum to PM #26-02 related to non-domiciled CDLs and CLPs defines the temporary process for issuing non-domiciled CDL downgrade reinstatements to eligible customers.

SUMMARY

According to FMCSA rules, non-domiciled CDL/CLP customers must show valid, unexpired immigration documents to reinstate after a downgrade. Until the new CORE system is launched in January 2027, this interim process will be used at MVD locations.

CURRENT

Currently, non-domiciled CDL drivers who were downgraded for medical certificate or Drug and Alcohol Clearinghouse (DACH) issues are being automatically reinstated by the system.

NEW

The new federal rules require these drivers to show valid immigration documents in person at an MVD station before we can complete a reinstatement. This process can **only** be completed at MVD driver's license stations, not at county issuance locations.

PROCESS STEPS

1. Letters Sent Automatically

   A daily script identifies all nondomiciled CDL drivers downgraded and automatically reinstated after February 23, 2026. These customers receive a letter telling them to appear within 40 days with valid immigration documents.

2. When the Customer Appears – For MVD Locations Only
   - Review sticky notes in ARTS. There will be a specific sticky note documenting the need for immigration documentation review.
   - Confirm the customer's downgrade has been lifted/rescinded compliantly.
   - Review the customer's lawful immigration documents (unexpired foreign passport and I-94) with the ACE Team.
   - Contact SAVE experts to verify lawful immigration status through SAVE.
   - If documents are valid, approve the reinstatement and scan documents into ERMS.
   - Notify sticky note creator to remove the immigration documentation note.
   - Charge the customer the $10 duplicate fee. There is no reinstatement fee.
   - If documents are expired or invalid, inform the customer they need valid documents and their CDL/CLP will be cancelled.
   - All cancellations need to be sent to Roneé Slagle and Jenna Anderson.

3. Guidance for County Staff
   If a non-domiciled CDL holder requests reinstatement following a Medical Certification or Drug and Alcohol Clearinghouse downgrade, do not process the reinstatement at the county office. Advise the

customer that federal regulations require an in-person issuance appointment at an Iowa DOT Driver & Identification Services location, where immigration documents will be verified before the commercial driving privilege can be restored.

CONTACT

With questions, please contact CDL Program Manager Roneé Slagle at ronee.slagle@iowadot.us.