MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION
MOTOR VEHICLE
ADMINISTRATION

Bulletin

Date:	March 27, 2024
Bulletin:	3 Hour Alcohol and Drug Program Providers
From:	Business Licensing and Compliance
RE:	Maryland ID Creation for 3 Hour Alcohol & Drug Customer Certifications

PURPOSE

This bulletin is to inform the 3 Hour Alcohol and Drug Program providers they can now submit a Maryland ID number request in order to process customer certificates electronically.

SUMMARY

Previously a paper certificate would be issued to anyone that did not have a Maryland ID number. That certificate would then be taken to the Motor Vehicle Administration (MVA) to be uploaded onto the customer's account. The MD ID would be created during the customer's transaction at MVA. The providers would have to order certificates to replenish what was used, then pick up the certificates or wait for them to be mailed.

You will now be able to request a Maryland ID number for your out of country customers if they do not already have one. This will allow you to certify them in the system electronically. Below will outline the process for requesting a Maryland ID:

PROCESS

- From the home screen of your business portal, you will see your 3 Hour Alcohol and Drug Program account. You will see a new feature labeled "Request New Maryland ID." Click on the hyperlink for "Request New Maryland ID."

3 Hour Alcohol and Drug Program - 3 HOUR DEMO

903 E FORT AVE
BALTIMORE MD 21230-4762
Primary Location
3 Hour Classroom Program

Account
> Add Branch Location
> 3 Hour Course Management
> Make a Payment
> Request New Maryland ID
> More...

6601 Ritchie Highway, N.E., Glen Burnie Maryland 21062 ● 410-768-7000 ● 1-800-950-1MVA ● Maryland Relay TTY 1-800-492-4575●
Web Site: www.MVA.maryland.gov

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- You will see the action box that has two choices. You will choose the one that says "Submit New Maryland ID Request".

<   3HR DEMO

Request Maryland ID
3 Hour Alcohol and Drug Program
DA10009148
3 HOUR DEMO
Balance: $0.00

Request Maryland ID

Request New Maryland ID
Create and Review new Maryland ID Requests.

> Submit New Maryland ID Request
> Review Previous New Maryland ID Requests

- The next screen will guide you through what is needed to request the Maryland ID. Once you have reviewed that and ensured that you have the proper items for the customer, you will click next.

📋 **Request New Maryland ID**

This will allow course providers to request a new Maryland ID be created for individuals so that program completion certificates can be submitted online for individuals that are not yet registered in Customer Connect.

Estimated Time: ~5 minutes

👥 **Eligibility Requirements**

This request should only be made by course providers for individuals who do not already have a Maryland ID.

📎 **What You Need**

The following information is required to complete the transaction if applicable.

- Last Name
- First Name
- Middle Name
- Suffix
- Date of Birth
- Address
- A proof of age and identity supporting document with photo. Examples include an Out of Country License, International Driver's License, Foreign Passport, or other qualifying document which includes a photo of the participant.

Cancel   < Previous   **Next** >

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- This screen is where you will enter all your customer's information. Please verify the spelling of the customer's name and confirm the address before proceeding to the next screen. Once you confirm the information, click next.

- Upload the necessary documents needed for review and to add the customer into the system. You will upload documents by clicking the "Add Attachment" button, and then once done, click next.

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- Click submit. This will send the request to the business unit that will review the request and if approved, create the Maryland ID.

Request New Maryland ID

3 Hour Alcohol and Drug Program
DA10009148
3 HOUR DEMO
Balance: $0.00

Introduction — Demographics — Attachment — **Confirm Submission**

Confirm Submission

I acknowledge that it is illegal for anyone to give false or fictitious information to obtain approval from the Maryland Department of Transportation Motor Vehicle Administration. I certify under penalty of perjury, that the information stated herein is true and correct to the best of my knowledge, information and belief and anyone who provides or certifies to a false or fictitious statement or information herein may be prosecuted and/or have his or her license and or approval canceled.

Cancel   ‹ Previous   **Submit**

- You can search for Maryland ID requests you previously submitted. You will need to check your submissions to retrieve the Maryland ID.

- You will select "Review Previous New Maryland ID Requests".

‹   **3HR DEMO**

Request Maryland ID

3 Hour Alcohol and Drug Program
DA10009148
3 HOUR DEMO
Balance: $0.00

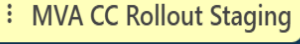**Request Maryland ID**

Request New Maryland ID

Create and Review new Maryland ID Requests.

> Submit New Maryland ID Request
> Review Previous New Maryland ID Requests

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- This screen shows where you will search your submissions. Enter the dates in which you are searching. Then select search.

MDOT MVA Business Portal   ⋮ MVA CC Rollout Staging   ❓

‹ **Request Maryland ID**

Search Submissions

Requests Submitted From

| 21-Mar-2024 | 📅 |

Requests Submitted To

| 21-Mar-2024 | 📅 |

Search

Reminder: Please provide any new Maryland ID numbers to course participants whose requests have been approved.

- The system will display what has been submitted for the date range that you requested. The status will be one of the following:
  - **Rejected**- Means that the request was rejected due to not having enough information. A note will explain. That entry will need to be resubmitted or you will need to provide a paper certificate.
  - **Created**- Means that the Maryland ID has been created and you can now electronically certify the customer into the system. The system also displays the Maryland ID.
  - **Existing ID Found**- Means that person is already established in the system and does not need another Maryland ID. You will see the Maryland ID number on file for them.
  - **Pending**- Means that the request has not been worked yet.

Search Submissions

Requests Submitted From

| 21-Mar-2024 | 📅 |

Requests Submitted To

| 21-Mar-2024 | 📅 |

Search

Reminder: Please provide any new Maryland ID numbers to course participants whose requests have been approved.

New Maryland ID Requests

Submitted Date	Confirmation Number	Last Name	First Name	Date of Birth	Maryland ID	Status	Note
21-Mar-2024	0-018-289-538	QWE	QWE	01-Jan-1990		Rejected	Does not have proper id
21-Mar-2024	0-018-270-207	MARYLAND	YELLOWMAI	09-Sep-1982	MD10275040066	New MD ID Created	Created
21-Mar-2024	0-018-229-247	SLOTH	SAMMY	20-Oct-1982	MD10275040064	Existing MD ID Found	Already in system
21-Mar-2024	0-018-262-015	DRIVER	DENNY	19-Aug-1958		Pending	

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Once you have obtained the Maryland ID number, go to your home screen of your business portal and enter them electronically into the system as completing the program.

- Provide the customer with the Maryland ID number for them to use when they go to the MVA to complete the licensure process.

Please note that electronically certifying customers in the system **does not** void the need to maintain the same documents for auditing purposes that you would for issuing a paper certificate. Your program will still be held accountable for having documentation of the customer attending the 3 Hour Alcohol and Drug Program, testing, proper identification, and the transmittals.

For issues or questions related to Maryland ID Creation only, please reach out to Driver Services at 410-768-7417.

For all other issues relating to your 3 Hour Alcohol and Drug Program, please continuing to reach out to Business Licensing at 410-787-2952 or BLDISD@Mdot.Maryland.gov .

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