



## ***14 or 15 YEAR OLD COMPETITION LICENSING PROCESS***

*(Revised 01/15/2016)*

### FIRST STEPS

1. It is the responsibility of the 14 or 15 year old applicant to contact their Divisional Licensing Administrator in order to start the process of obtaining their Novice Permit.
2. Applicant will send their racing resume which shall include references and race results to their Divisional Licensing Administrator (DLA).
  - a. The DLA will contact the applicant for either a face-to-face or telephone interview using the Interview Questionnaire form.
  - b. The DLA will determine whether the applicant is approved for a Novice Permit.
3. The DLA will notify Member Services of their decision (approved or denied) via email and send the completed and signed Interview Questionnaire form and all other relevant paperwork (i.e. racing resume, references, etc).
  - a. If denied, there is not an appeal process. The decision of the DLA is final.
4. Applicant will complete Novice Permit application and Minor Waiver MS-L form and send both forms along with \$125.00 payment to the National Office.
5. Once all required paperwork is received, Member Services will proceed with processing the application for the 14 or 15 year old and send them the specially marked Novice Permit (bright green label).

### AT THE TRACK

1. The 14 or 15 year old driver will register at the event and receive their Tech Card.
2. Before proceeding any further, the driver **MUST** present his/her specially marked Novice Permit to the Event Chief Steward/Asst. Chief Steward. The CS will keep the Novice Permit through the end of the event.
3. At the end of the event, the Chief Steward will complete the appropriate page of the Novice Permit with his/her observations of the driver's performance.
4. The 14 or 15 year old driver must pick up the completed Novice Permit from the Chief Steward before leaving the event.

### OTHER INFORMATION

1. **Driver Licensing Administrators:** Send your approval emails to [LICENSING@SCCA.COM](mailto:LICENSING@SCCA.COM).
2. A 14 or 15 Year-Old Novice Permit will be issued in the form of a Novice Permit with a distinctive cover. It must be used for all driver school and regional events until the driver reaches the age of 16. If a driver completes the requirements for a National License before turning 16, he/she may submit the Upgrade License Application and payment to the National Office. The National License will replace his Novice Permit.