Getting Started!

Before accessing the Secure Transfer site, you will need to have the ability to SCAN your Medical Documents and SAVE them on your computer as a PDF, JPEG or BMP file.

When naming and saving your document, please use your **last name, first name**. Ex; *Smith, Joe.jpeg*.
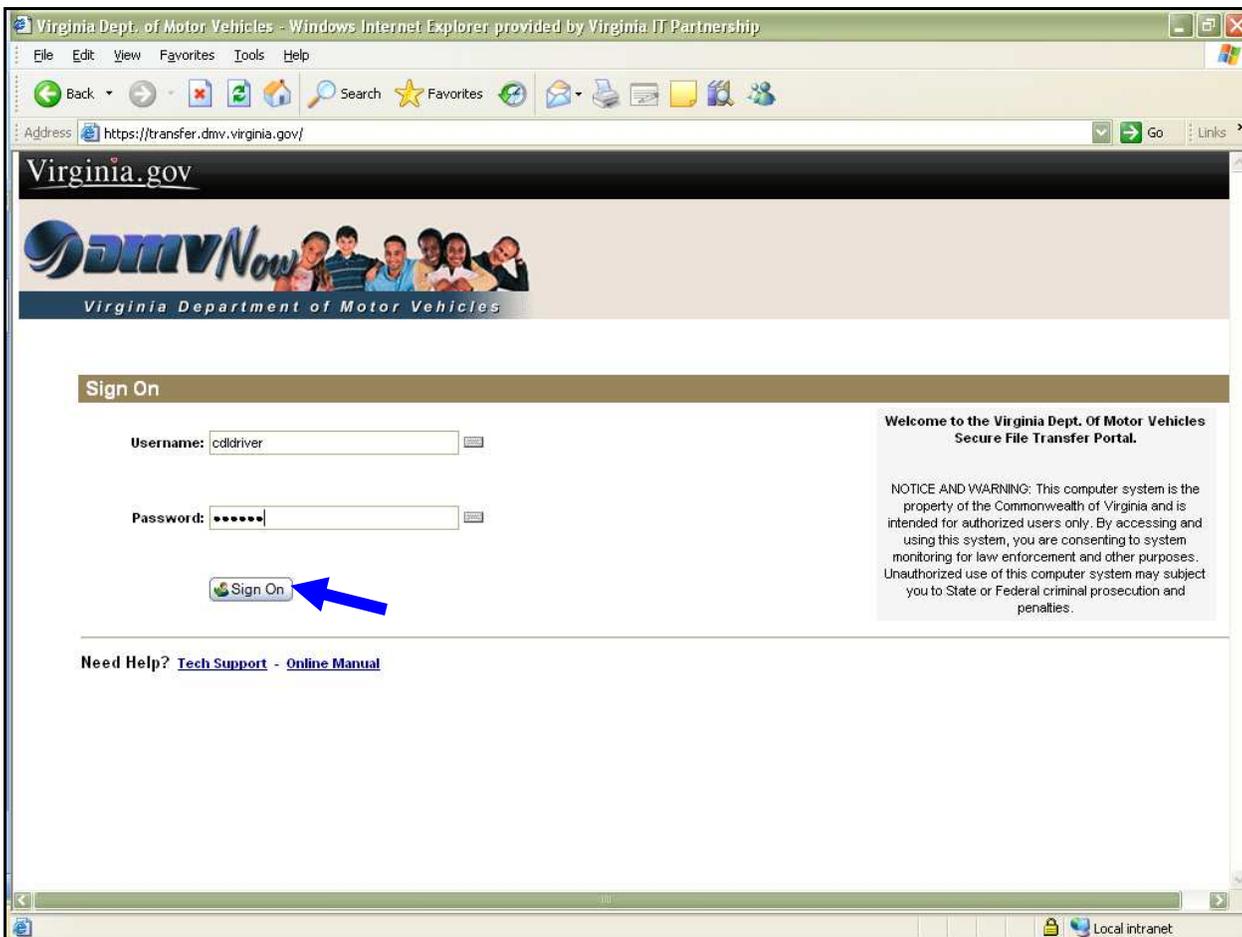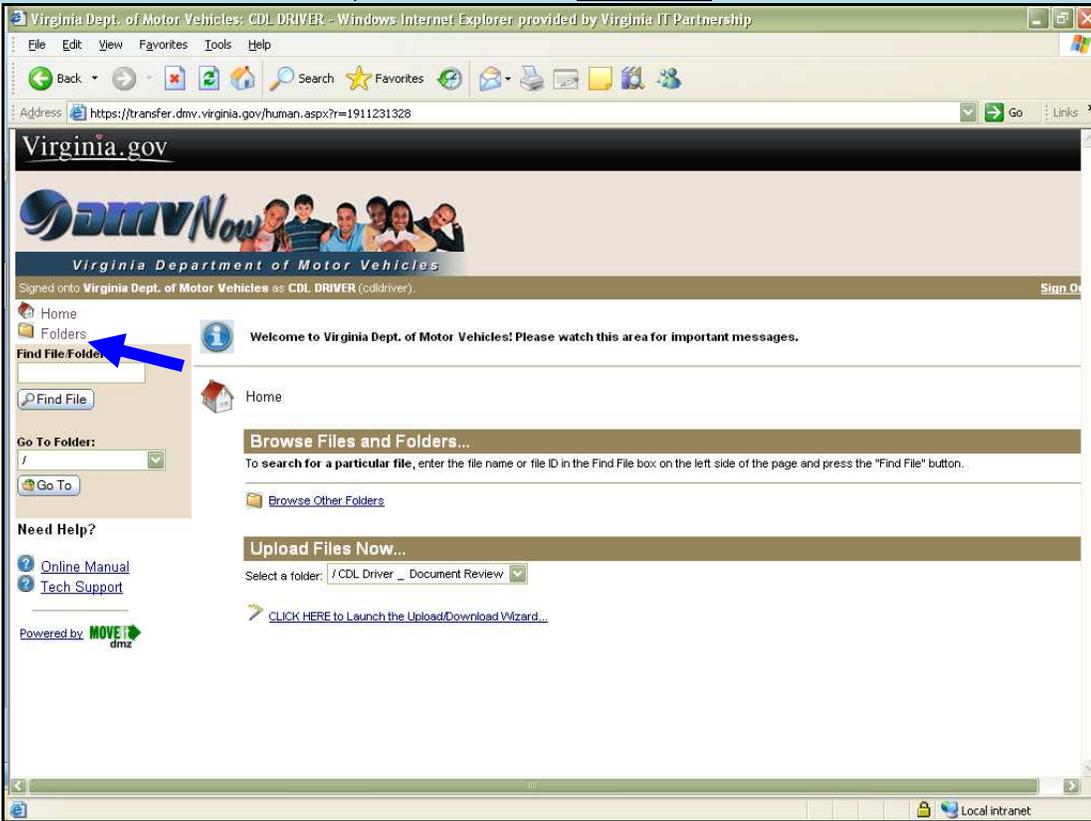
To submit Documents

Logon to: https://transfer.dmv.virginia.gov

Enter the following: User Name: cdldriver
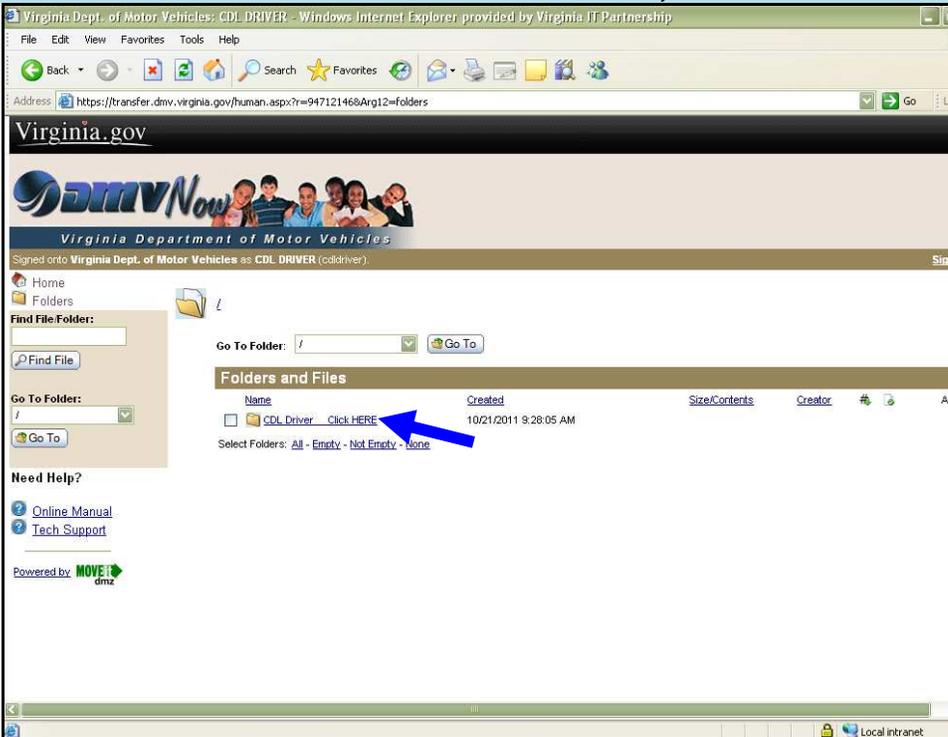
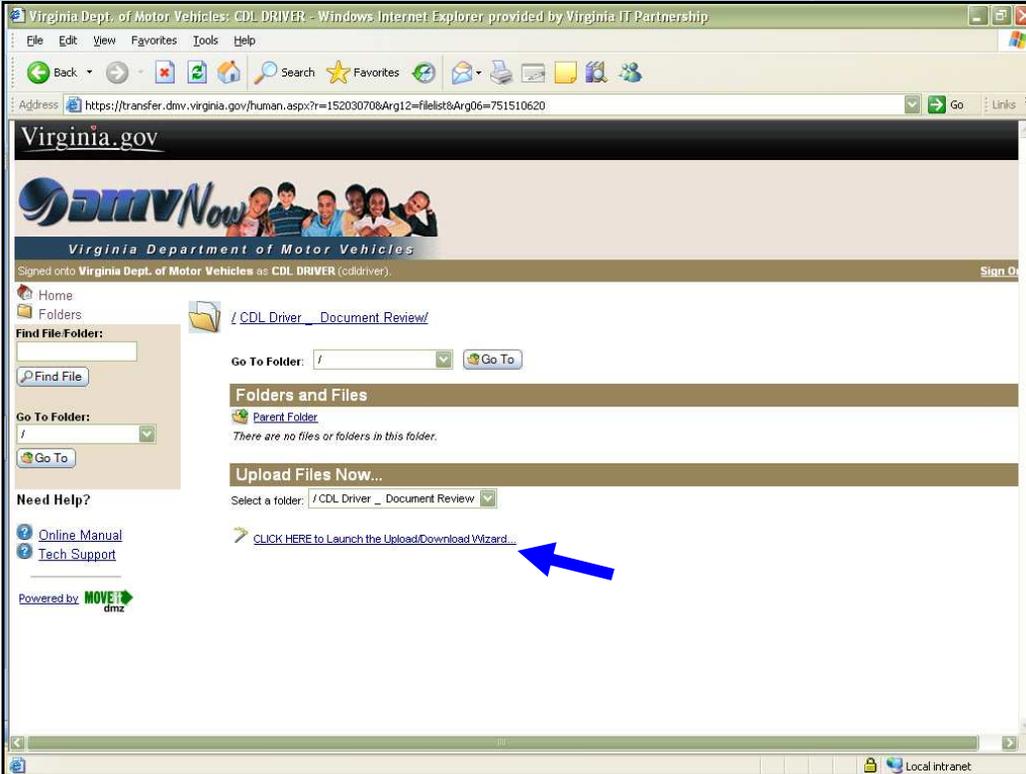**Enter the following for the Password**: dmv123

Click the **Sign On** Button.
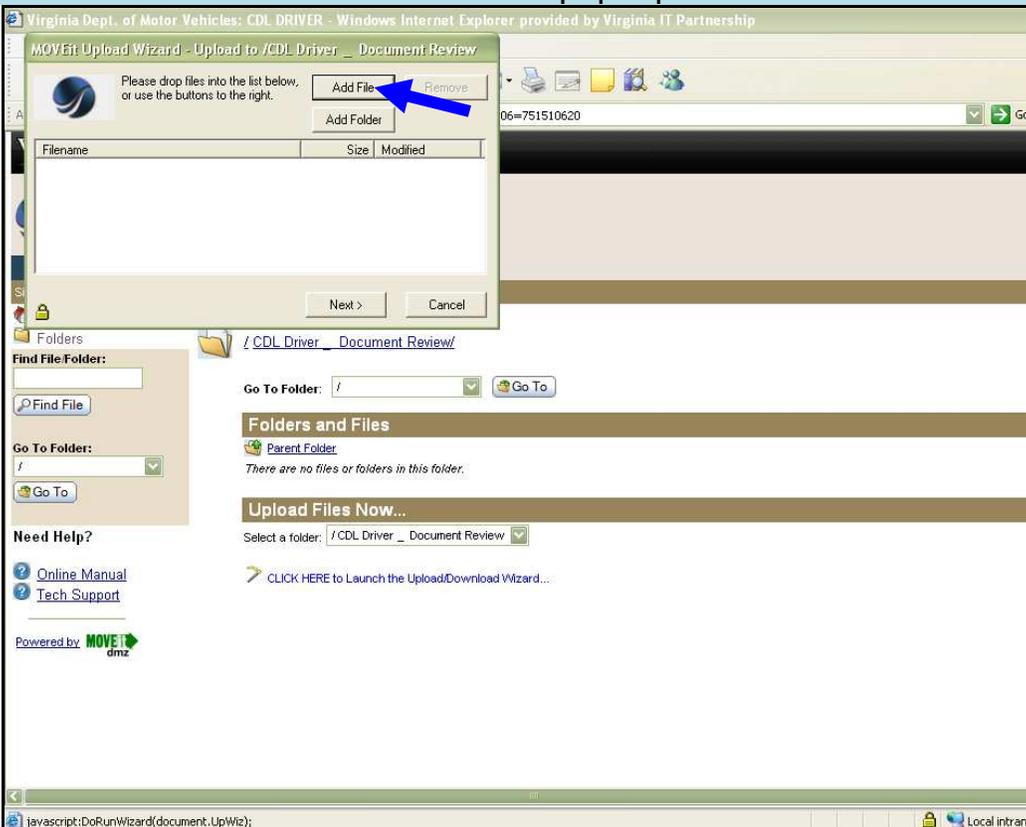
At the HOME Screen, click the FOLDERS link on the left.

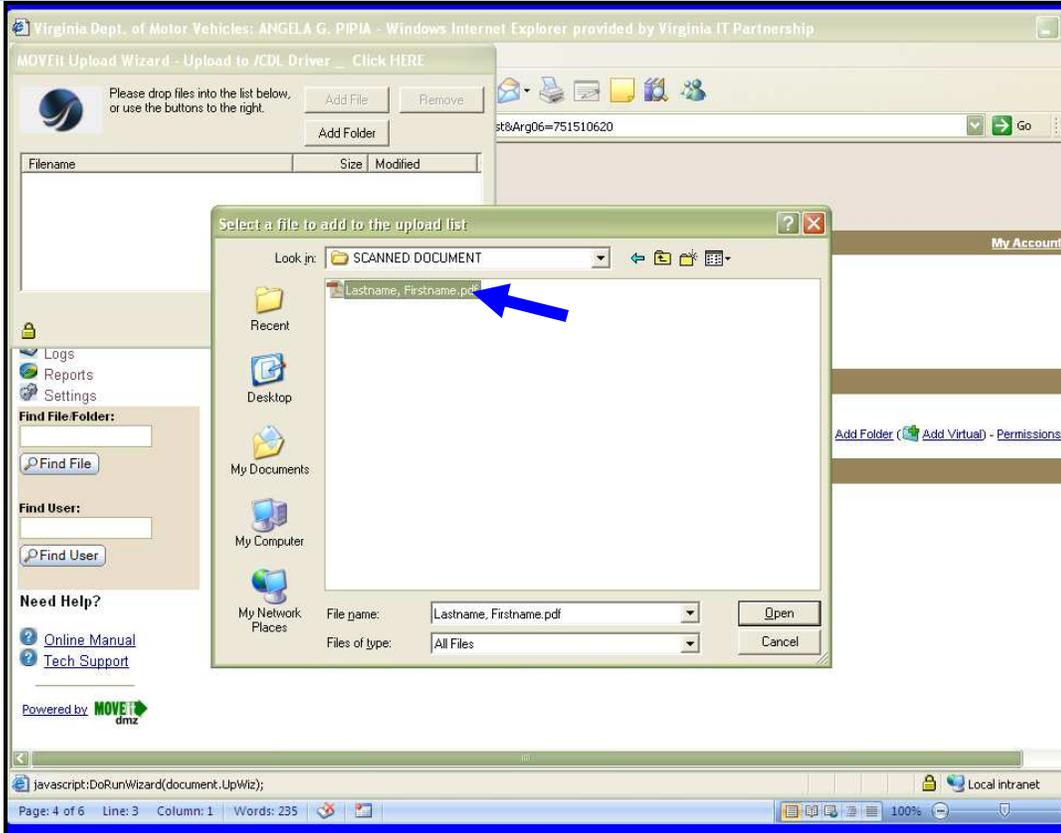Under the Folders and Files banner, click link CDL_DRIVER click here

Under "Upload Files Now…" banner
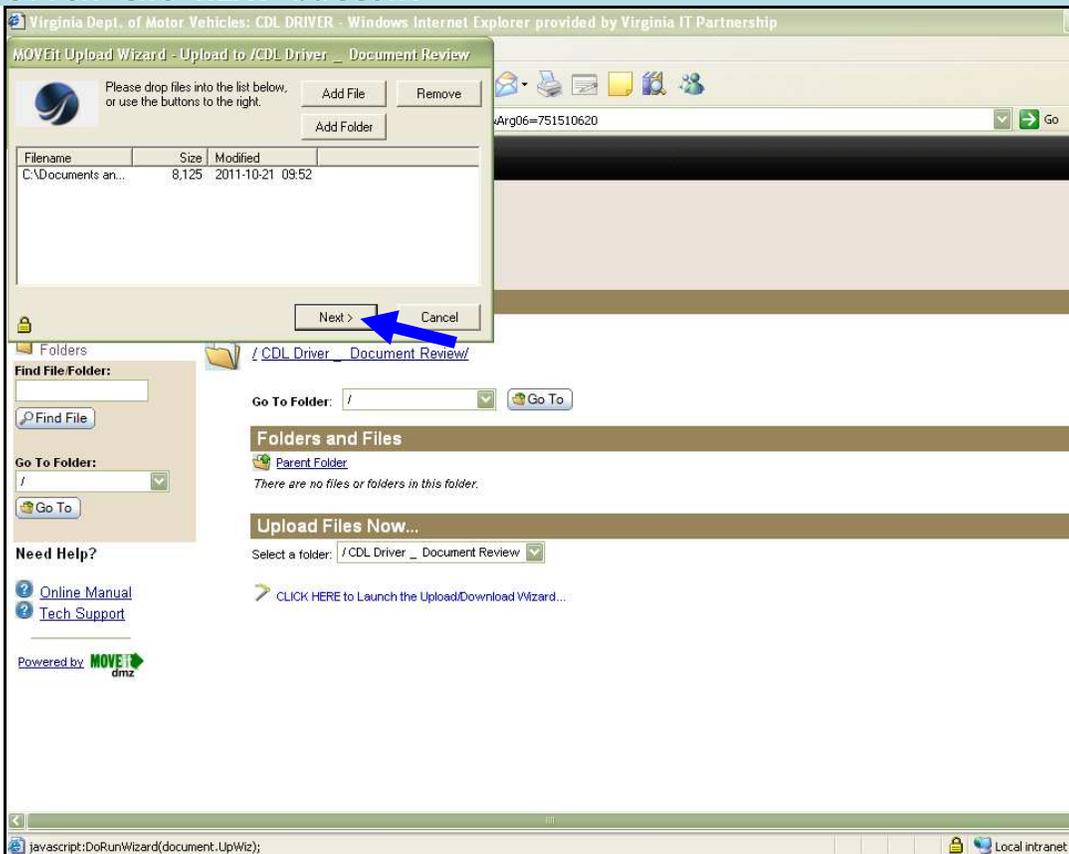Click the link "CLICK HERE to Launch the Upload/Download Wizard…"

Click **ADD FILE** button on the pop up box.

You will need to find the document you saved on your computer, and double click the file.
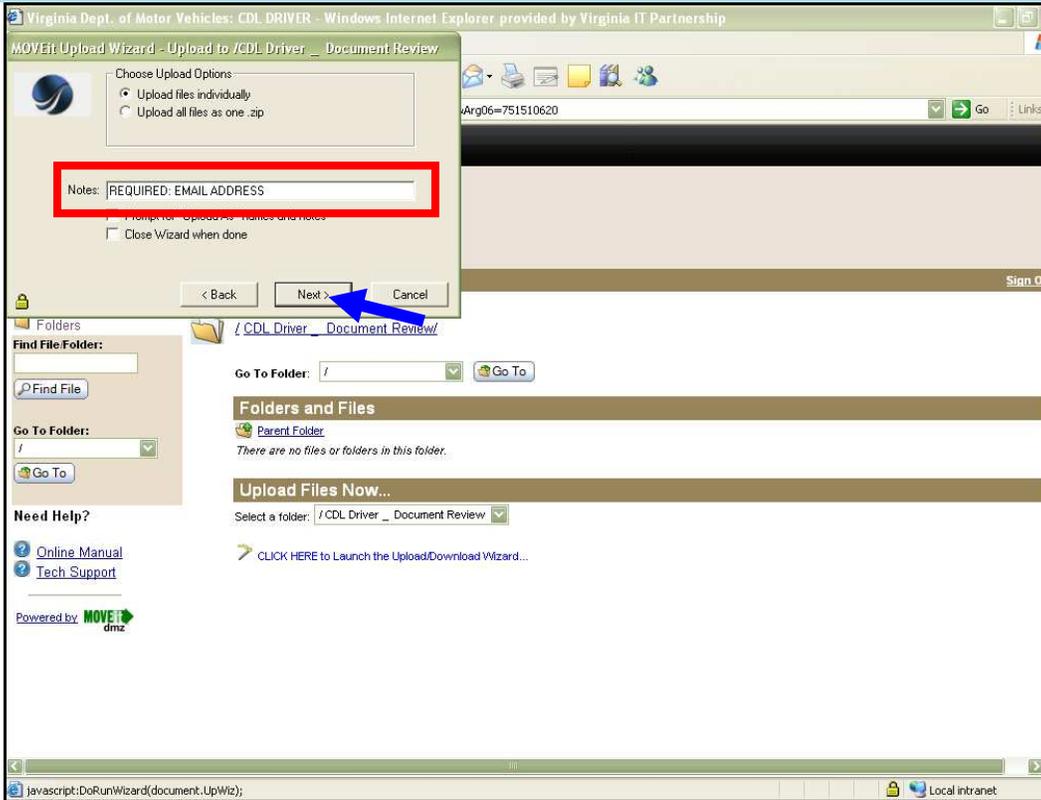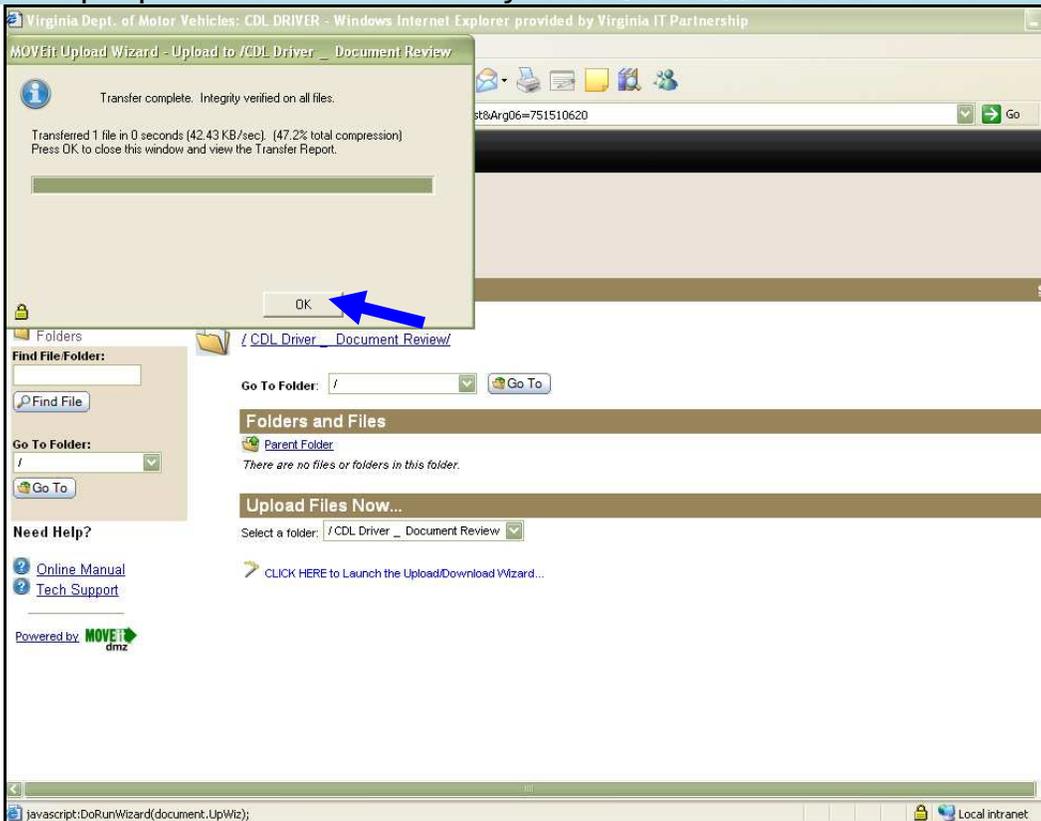

Click the **NEXT** button.

Under **Choose Upload Options,** Select UPLOAD FILES INDIVIDUALLY

In the **NOTES** section you **MUST** provide your email address in order for your medical information to be processed. Please verify your email.
Click the **NEXT** button.

A Pop Up window will verify **TRANSFER COMPLETE**. Click the **OK** button

Thank you for submitting your information electronically. You should receive an email confirming your CDL medical document(s) have been processed. If you do not receive an email within 10 days, please contact Driver Support at dlworkcenter@dmv.virginia.gov or call 804-367-1772.

Log out of the site by clicking **Sign Out**