

WHAT DO YOU NEED?

Original Instructor's Certificate (\$10)

Instructor's Certificate Renewal (see reverse)

Additional Certificate (no fee)

Classroom Endorsement (no fee)

Change of Vehicle Class Endorsement (no fee)

Duplicate Instructor Certificate (no fee)



Department of Motor Vehicles

APPLICATION FOR DRIVING SCHOOL INSTRUCTOR CERTIFICATE

(Please fill out application completely and print clearly - this will reduce processing delays.)

dmv.ny.gov

| FOR OFFICE USE ONLY | |
|-----------------------------|--|
| Instructor Class _____ | <input type="checkbox"/> Classroom Endorsement |
| Certificate No. _____ | |
| Date Issued: ____/____/____ | Expiration Date: ____/____/____ |
| Denial No. _____ | Date Denied: ____/____/____ |

NAME AND ADDRESS OF LICENSED DRIVING SCHOOL SUBMITTING THIS APPLICATION:

NAME OF PERSON APPLYING FOR A DRIVING SCHOOL INSTRUCTOR CERTIFICATE:

| | | | | |
|---|-------|----------|--------------------------|--|
| Last Name | First | M.I. | Social Security Number | |
| Your Address as it appears on your driver license | | | Driver License ID No. | |
| City | State | Zip Code | Date of Birth (mm/dd/yy) | |
| Which of the following vehicle type(s) will you teach in? <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Motorcycle <input type="checkbox"/> Tractor-Trailer <input type="checkbox"/> Truck | | | | |
| Note: Section 5 of the NYS Tax Law requires the Department of Motor Vehicles to provide Social Security numbers to the NYS Department of Taxation and Finance upon request. | | | | |

TELL US ABOUT YOUR INSTRUCTOR EXPERIENCE.
IF YOU ANSWER "YES", PLEASE EXPLAIN BELOW OR ON ADDITIONAL PAGES.

| | |
|---|---|
| | CHECK ONE |
| | YES NO |
| 1. Have you had one year or more of experience as a driving school instructor? | <input type="checkbox"/> <input type="checkbox"/> |
| <i>If yes, list the driving school(s) you worked for and how many hours of instruction you provided for each.</i> | |
| _____ Number of hours: _____ | |
| _____ Number of hours: _____ | |
| _____ Number of hours: _____ | |

PLEASE ANSWER THE FOLLOWING QUESTIONS.

- List any other name you have been known by.

- List any DMV-related charges or court proceedings you are presently involved with (including driving school, Private Service Bureau, PIRP, and/or Vehicle Safety)

NOTE: A suspension or revocation or a pending matter in violation of Vehicle and Traffic Law may be due cause for denial of this application.

Applicant Full Name (as printed on your driver license): _____

If I am certified as a driving school instructor, I agree that:

1. I will carry the instructor's certificate at all times while giving driving instructions or when I am accompanying a student to a DMV road test.
2. I will surrender my instructor's certificate to the driving school if I end my employment with the school.
3. The instructor's certificate will only be used to give driving and/or classroom instruction in the course of my employment with the driving school identified on this application.
4. I will not teach for any driving school unless I have a Driving School Instructor's Certificate naming that school as my employer.
5. My instructor certificate will immediately become void if my driver license is suspended or revoked, and I will surrender my certificate to the driving school.
6. If I lose my certificate, I will have my employer submit a written request for a duplicate to DMV.
7. I will comply with Vehicle and Traffic Law sections 392 and 394, and all applicable sections of the Commissioners Regulations Part 7 and 76.

I affirm that I have read this entire application; that I know its contents and that all answers, statements and all other matters contained in it are true. **I understand that any false statement will result in the revocation of any driving school instructor's certificate that has been issued to me.** **NOTE:** It is a criminal offense to knowingly make a false statement or conceal a material fact in this application. To do so will result in the revocation of your instructor certificate. **False statements are punishable under Section 210.45 of the Penal Code.** I also consent to the use of my photograph on my certificate if my driving school instructor card application is approved.

Applicant's Signature **X** _____ Date _____

This application must be signed by an authorized official of the driving school. My signature below affirms our intention to employ this instructor to teach for our driving school.

Print Name of Driving School Official _____ Job Title _____

Signature of Driving School Official **X** _____ Date _____

ALL REQUESTS MUST INCLUDE:

1. A completed MV-523 *Application for Driving School Instructor Certificate*
2. One passport-type photo taken within the last 30 days.
3. Fees as noted below must be paid with a check or money order payable to the "Commissioner of Motor Vehicles." Please note that "starter checks" cannot be accepted.
4. You must include additional documentation based on what you are applying for. In the table below, find the action you want to take and the documents you must provide with your completed application. Educational diplomas from foreign countries must be translated by a New York State Civil Service-approved organization listed on the Civil Service website at www.cs.ny.gov/jobseeker/degrees.cfm

| | Required Fee | High School Diploma or GED | 30-Hour Basic Course (MCCII) | 30-Hour Advanced Course (TTM) |
|-------------------------|--------------|----------------------------|------------------------------|-------------------------------|
| Original | \$10 | Yes | Optional | Optional |
| Renewal - 2 year* | \$20 | No | Yes (one time) | Optional |
| Renewal - 1 Year * | \$10 | No | Optional | Optional |
| Additional | No Fee | No | No | No |
| Vehicle Endorsement | No Fee | No | No | No |
| Classroom Endorsement** | No Fee | No | Yes | Yes |
| Duplicate*** | No Fee | No | No | No |

ATTACH PHOTO

Photograph must have been taken within past 30 days, should be 1½" x 1½", and must be a true likeness showing only the shoulders, neck and uncovered head.

* Driving School Instructor Certificate renewals are for two years UNLESS:

- You have not submitted proof of completing the 30-Hour Basic Course OR
- Your driver license is not issued by New York State. *You must include an official abstract of your driver license record no more than 30 days old with each application.*

** Classroom Endorsement requires proof of at least one year experience as a behind-the-wheel instructor. If adding Classroom Endorsement, please attach an Authorized Signature list (MV-278.6).

*** Duplicate (replacement) Instructor Certificate Letter from the driving school owner requesting a duplicate certificate is required.

Mail completed applications to: NYS Department of Motor Vehicles, Driver Training Programs, 6 ESP, Room 327, Albany NY 12228.