



Virginia Department of Motor Vehicles
 Post Office Box 27412
 Richmond, Virginia 23269-0001
 www.dmv.virginia.gov

Virginia Driver Training TWO-YEAR SCHOOL LICENSE APPLICATION (Class B - Passenger Vehicles)

- Purpose:** Use this form to apply for or renew a driver training school license to train applicants to operate non-commercial motor vehicles.
- Instructions:** Return this completed application with all additional required documents to the DMV Driver Training Work Center at PO Box 27412, Richmond, VA 23269-0001. All submitted application packages that include a prior version of the application, incomplete applications, or have missing required documents will be returned.
- Note:** Application/license fees are nonrefundable.

APPLICATION INFORMATION		
APPLICATION TYPE: <input type="checkbox"/> ORIGINAL FIRST-TIME APPLICATION <input type="checkbox"/> RENEWAL	TYPE OF OWNERSHIP: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> BUSINESS ENTITY	TWO-YEAR LICENSE FEE(S): <input type="checkbox"/> \$150 IN-PERSON <input type="checkbox"/> \$150 ONLINE (if applicable)

SCHOOL OPERATIONS INFORMATION			
FULL NAME OF CLASS A DRIVER TRAINING SCHOOL (as shown on business license)		SCHOOL LICENSE NUMBER (if renewing)	
BUSINESS ADDRESS		CITY	STATE ZIP CODE
MAILING ADDRESS <input type="checkbox"/> CHECK IF SAME AS BUSINESS ADDRESS		CITY	STATE ZIP CODE
SCHOOL EMAIL ADDRESS	FEIN	SCHOOL TELEPHONE NUMBER	FAX NUMBER (if applicable)
WEBSITE ADDRESS (required for online licensure)		DISPLAY ON DMV WEBSITE (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO	

Instruction Provided (check all that apply)

CLASSROOM TRAINING <input type="checkbox"/> JUVENILE (UNDER AGE 18) <input type="checkbox"/> ADULT (AGE 18 AND OLDER) <input type="checkbox"/> NOT OFFERED ADDITIONAL INSTRUCTION TYPES <input type="checkbox"/> SPANISH	BEHIND THE WHEEL TRAINING <input type="checkbox"/> JUVENILE (UNDER AGE 18) <input type="checkbox"/> ADULT (AGE 18 AND OLDER) <input type="checkbox"/> NOT OFFERED	ADDITIONAL COURSE TYPES <input type="checkbox"/> ONLINE CLASSROOM (requires online licensing) <input type="checkbox"/> DRIVER MANUAL IN-PERSON <input type="checkbox"/> DRIVER MANUAL ONLINE (requires licensing)	<input type="checkbox"/> RE-EXAMINATION COURSE (under age 18 following 3-time test failure) <input type="checkbox"/> ADULT WAIVER
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BUSINESS ENTITY INFORMATION	
BUSINESS ENTITY NAME (print)	DMV CUSTOMER NUMBER
BUSINESS ADDRESS	CITY STATE ZIP CODE
EMAIL ADDRESS	TELEPHONE NUMBER

OWNER INFORMATION		
<i>Per VA Code 46.2-1700, "Driver Training School Owner" means (i) any person with an ownership interest in a driver training school and (ii) any person who contributed money or property to establish a driver training school and (a) is the spouse or child of or (b) cohabitates or has cohabited within the previous 12 months with a person with an ownership interest in a driver training school.</i>		
Please list all Driver Training School Owners below. (If additional spaces are needed, include the remaining owners on the back of the application.)		
OWNER FULL LEGAL NAME (last, first and middle initial)	TITLE	MAILING ADDRESS

MANAGER INFORMATION		
MANAGER NAME	JOB TITLE	TELEPHONE NUMBER
MANAGER NAME	JOB TITLE	TELEPHONE NUMBER

HOURS OF OPERATION							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BUSINESS HOURS	AM -- PM	AM -- PM	AM -- PM	AM -- PM	AM -- PM	AM -- PM	AM -- PM
CLASSROOM HOURS	AM -- PM	AM -- PM	AM -- PM	AM -- PM	AM -- PM	AM -- PM	AM -- PM

CURRICULUM VENDOR INFORMATION	
ONLINE CLASSROOM CURRICULUM VENDOR (<input type="checkbox"/> Not offered)	EXPIRATION DATE (mm/dd/yyyy)
ONLINE DRIVER MANUAL CURRICULUM VENDOR (<input type="checkbox"/> Not offered)	EXPIRATION DATE (mm/dd/yyyy)
IN-PERSON DRIVER MANUAL CURRICULUM VENDOR (<input type="checkbox"/> Not offered)	EXPIRATION DATE (mm/dd/yyyy)

TRAINING SITE LOCATION(S)		
ATTACH THE FOLLOWING FOR EACH ADDITIONAL LOCATION:		
<ul style="list-style-type: none"> ▪ Copy of contract or agreement with expiration date authorizing the use of the facility to conduct business. ▪ Business license (or letter from locality stating not required) 		
FACILITY ADDRESS		(check applicable box)
1.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
2.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
3.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
4.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
5.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
6.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
7.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
8.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
9.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW
10.		<input type="checkbox"/> EXISTING <input type="checkbox"/> NEW

CERTIFICATION (All Owners must complete and sign this section.)		
I/we certify and that all information presented in this application is true and correct, and that any documents presented to DMV are genuine.		
I/we understand that I/we must submit a National Criminal Records Check within 60 days of the submission of this application.		
I/we understand that I/we are subject to current statutes and regulations pertaining to the operation of a driver training school and are subject to audits by DMV.		
I/we certify that I/we will use the curriculum approved by the Department of Motor Vehicle. I/we make this certification and affirmation under penalty of perjury, and I/we understand that knowingly making a false statement or representation on this form is a criminal violation.		
OWNER NAME (print)	OWNER SIGNATURE	DATE (mm/dd/yyyy)
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DMV USE ONLY													
DMV STAMP	VERIFICATION OF: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> COMPLETE APPLICATION INCLUDING SIGNATURES</td> <td><input type="checkbox"/> \$75.00 FEE FOR EACH INSTRUCTOR</td> <td><input type="checkbox"/> SURETY BOND</td> </tr> <tr> <td><input type="checkbox"/> \$150.00 IN-PERSON FEE PAID</td> <td><input type="checkbox"/> BUSINESS LICENSE (each location)</td> <td><input type="checkbox"/> DTS 005 (if offering behind the wheel)</td> </tr> <tr> <td><input type="checkbox"/> \$150.00 ONLINE FEE PAID (if applicable)</td> <td><input type="checkbox"/> LEASE AGREEMENT (each location)</td> <td><input type="checkbox"/> STUDENT CONTRACT / AGREEMENT</td> </tr> <tr> <td><input type="checkbox"/> AT LEAST ONE INSTRUCTOR APPLICATION (DTS 34A)</td> <td><input type="checkbox"/> NATIONAL CRIMINAL BACKGROUND CHECK (each owner and instructor)</td> <td></td> </tr> </table>	<input type="checkbox"/> COMPLETE APPLICATION INCLUDING SIGNATURES	<input type="checkbox"/> \$75.00 FEE FOR EACH INSTRUCTOR	<input type="checkbox"/> SURETY BOND	<input type="checkbox"/> \$150.00 IN-PERSON FEE PAID	<input type="checkbox"/> BUSINESS LICENSE (each location)	<input type="checkbox"/> DTS 005 (if offering behind the wheel)	<input type="checkbox"/> \$150.00 ONLINE FEE PAID (if applicable)	<input type="checkbox"/> LEASE AGREEMENT (each location)	<input type="checkbox"/> STUDENT CONTRACT / AGREEMENT	<input type="checkbox"/> AT LEAST ONE INSTRUCTOR APPLICATION (DTS 34A)	<input type="checkbox"/> NATIONAL CRIMINAL BACKGROUND CHECK (each owner and instructor)	
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