# New Driver Training School & Instructor Licensing

**New Driver Training School (DTS) and Instructor Applicants**

**(Not for Renewals)**

Follow the steps outlined below to complete the documentation required to complete your application.

## New Driver Training School Application Process:

1. **Driver Training School Application** - This form is submitted electronically and can be accessed by clicking on the blue hyperlink above or through the driver education webpage located here - http://www.in.gov/bmv/3016.htm. Please complete all required sections of the form in its entirety.
    a. **Type of Application:** Choose **"New"**
    b. **General Information:**
        i. List name, Federal ID Number (9 digits), address of school, telephone number and website for the driver training school.
        ii. For "Type of School," choose "Business Entities" for commercial schools or "Public /Private Schools" for public, private, parochial, accredited and non-accredited schools.
    c. **Satellite Locations:**
        i. Application **must have** the main office/location entered in the **General Information** section and any additional locations listed as a satellite. Only list satellite locations in this section.
        ii. Satellite location must have location's unique name, address of the location, a contact person for that location, telephone and email of contact person. This information must be specific to the satellite location.
    d. **Driver Training School Owners, Partners or Public/Private School Officials:**
        i. List person or persons in charge of the driver training program. This would be the individual receiving communications from the Bureau of Motor Vehicles (BMV) Driver Education Program.
        ii. List home address, telephone, and email of the administrator.
    e. **Questions:**
        i. Answer "Yes" or "No" to each of the 4 questions.
        ii.

f. **Instructors:**
   i. List each instructor's name, home address, home telephone, and home e-mail address.
   ii. If submitting an application for a satellite location, indicate only the instructors at that location.

g. **School Vehicles:**
   i. Enter make of vehicle, model year, vehicle identification number (VIN), and license plate number of each vehicle used by the school for instruction purposes.
   ii. You will select "Submit" to continue to the next page.

h. **Affirmation:**
   i. *Your affirmation will serve as the required signature.*

   Note: You must check both boxes to affirm. Once you have reviewed the application, you may save it as a PDF. However, you must select "Submit" to finalize your application and transmit it to the BMV.

2. **Personal History of Driver Training School Owner, Partner or Public/Private School Official** – This form is submitted electronically and can be accessed by clicking on the blue hyperlink above or through the driver education webpage located here - http://www.in.gov/bmv/3016.htm. Please complete all required sections of the form in its entirety for each administrator listed on the school application.

   b. **Owner or Management Information:**
      i. List name of owner, partner or public/private school driver training program official; home address, personal telephone, email address, driver's license number, name of driver training school, school telephone number, school email address and school address.

   c. **Current Employer**
      i. Enter employer information if different than above.

   d. **Questions:**
      i. Answer "Yes" or "No" to each of the 5 questions. (*If yes, please explain*.)
      ii. You will select "Submit" to continue to the next page.

   e. **Affirmation:**
      i. *Your affirmation will serve as the required signature.*

      Note: You must check the box to affirm. Once you have reviewed the application, you may save it as a PDF. However, you must select "Submit" to finalize your application and transmit it to the BMV.

**Items # 3 through # 8 must be submitted together as a packet via mail.**

3. **Criminal History Background Check:**
   a. All new driver training school **Applications** require a **fingerprint based full national criminal background check** dated within ninety (90) days of the application. See attached instructions for step-by-step instructions to complete this requirement.

4. **License fee:**
    a. A one hundred dollar ($100) driver training school application fee for each location/satellite applying for licensure, paid by money order, cashier's check, or corporate check made out to the Bureau of Motor Vehicles. NOTE: There is no license fee for schools defined in IC 9-27-6-6 (c) (1) and (4).

5. **Copy of current Fire and Building inspection for each location:**
    a. Address(es) of the driver training school location(s) must be on the inspection sheet.
6. **Contracts:**
    a. Copies of all contracts/facility use agreements, registration forms issued by the school to its students and/or their parents/guardians.
    b. A schedule of all tuitions, fees and charges that the school does, or may, impose.
7. **Certificate of Insurance in the prescribed minimum amounts for buildings and cars:**
    a. One hundred thousand dollars ($100,000) because of bodily injury to or death of any one person and subject to said limit respecting one (1) person;
    b. Three hundred thousand dollars ($300,000) because of bodily injury to or death of two (2) or more persons in any one (1) accident; and
    c. Twenty-five thousand dollars ($25,000) because of injury to or destruction of property in any one (1) accident.
8. **Driving Record:**
    a. If the applicant is not licensed by the Indiana BMV to operate a motor vehicle, he/she must provide a certified copy of the driving record from the jurisdiction in which he/she is licensed.

**All documents, excluding the electronically submitted forms, <u>must be submitted together</u> to the following address via mail:**

**Bureau Motor Vehicles**
**ATTENTION: Driver Education**
**100 N. Senate Ave, Room N481**
**Indianapolis, IN 46204**

*The instructions above are also a checklist. Please use it to ensure that all required documents and fees are submitted.*

If you have any questions regarding the application process, please feel free to contact us at DriverEducation@bmv.IN.gov.

## New DE Instructors Application Process:

1. **Driver Training School Instructor Application**: This form is submitted electronically and can be accessed by clicking on the blue hyperlink above or through the driver education webpage located here - http://www.in.gov/bmv/3016.htm. Please complete all required sections of the form in its entirety.
    a. **Type of Application:** Choose **"New"**
    b. **Applicant Information:**
        **i.** List name, home address, home telephone number, personal email, and driver's license number- *Instructors should not use provider emails (the BMV must be able to communicate with you directly through email).*
    c. **Driver Training School:**
        **i.** Name of Driver Training School, school phone number, and school address.
    d. **Questions:**
        i. Answer "Yes" or "No" to each of the 6 questions. (*Please explain if necessary*.)
        **ii.** You will select "Submit" to continue to the next page.
    e. **Affirmation:**
        i. *Your affirmation will serve as the required signature.*

    Note: You must check the box to affirm. Once you have reviewed the application, you may save it as a PDF. However, you must select "Submit" to finalize your application and transmit it to the BMV.

**Items # 2 through # 6 must be submitted together as a packet via mail.**

2. **License Fee:**
    a. A ten dollar ($10) DE Instructor application fee paid by money order, cashier's check, or corporate check made payable to the Bureau of Motor Vehicles.
3. **Criminal History Background Check:**
    a. All new DE Instructor **Applications** require a **fingerprint based full national criminal background check** dated within ninety (90) days of the application. See attached instructions for step-by-step instructions to complete this requirement.
4. **Driver Education Instructor Physical Exam form** can be accessed by clicking on the blue hyperlink above or through the driver education webpage located here - http://www.in.gov/bmv/3016.htm.
    a. The physical exam form must be filled out in its entirety and signed by a physician.
5. **Educational Requirements:**
    a. Copy of college transcripts showing a minimum of sixty (60) hours of college credit including nine (9) hours of driver education courses, **OR** a copy of your teacher license with the driver education endorsement is required to be licensed.

6. **Driving Record**:
    a. If the applicant is not licensed by the Indiana BMV to operate a motor vehicle, he/she must provide a certified copy of the driving record from the jurisdiction in which he/she is licensed.

**All documents, excluding the electronically submitted forms, <u>must be submitted together</u> to the following address via mail:**

**Bureau Motor Vehicles**
**ATTENTION: Driver Education**
**100 N. Senate Ave, Room N481**
**Indianapolis, IN 46204**

*The instructions above are also a checklist. Please use it to ensure that all required documents and fees are submitted.*

If you have any questions regarding the application process, please feel free to contact us at DriverEducation@bmv.IN.gov.

# Criminal History Background Check Process

**New Driver Training School and Instructor Applicants**

Follow the steps outlined below to complete the required "**Fingerprint Based Full National Criminal Background Check" process:**

If you do not have access to the internet, you may call toll-free at (877) 472-6917 to schedule an appointment. Please remember to let the scheduler know you are requesting the **full national fingerprint based criminal background check.**

1. Using your computer web browser go to ***http://www.identogo.com/*** and choose Indiana.
2. Click Online Scheduling.
3. Choose the language you wish to use for scheduling (English or Spanish).
4. Enter your first and last name and click "Go."
5. Choose Agency Name "**Bureau of Motor Vehicles"** from the drop-down and click "Go."
6. Choose the Applicant Category **"Driving Instructor"** and click "Go."
7. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area. Click "Go."
8. Click on the words "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "Go."
9. Complete the demographic information page. Required fields are indicated by a **red asterisk (*)**. When complete, click "Send Information."
10. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information."
11. Select your method of payment - Fee is $39.45 - eCheck, Visa or MasterCard is accepted for online payments; Cashier Check, Money Order or Business check required if paying onsite.
12. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
13. Bring **one** of the following with you to your fingerprinting appointment: Valid Driver License, Valid State Issued Identification Card, Valid Passport, Student ID with Picture and date of birth (DOB), Work ID with Picture and DOB, Valid Alien ID card with Picture and DOB. If you do not have the above identification, you will need **both** a valid Birth Certificate and a Social Security Card.
14. Arrive at the facility at your appointed date and time.
15. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
16. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
17. All results will be processed and delivered to the Bureau of Motor Vehicles.