

DRIVING SCHOOL OWNER APPLICATION CHECKLIST

| DMV USE ONLY | | | | | | | | | |
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| OCCUPATIONAL LICENSING NUMBER | | | | | | | | | |
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Detailed information and instructions in completing and submitting applications are found on the Occupational Licensing webpage at www.dmv.ca.gov. Select: Organizations/Occupational Licensing/Driving School Owner or Operator License.

All application forms may be completed online and printed, or they can be printed and completed manually in ink. All forms must be submitted with original signature. To be acceptable, they must be free from whiteout (fluid or tape). All information requested must be complete and accurate. **A state driver license or identification card will be required upon submission of application.**

| SECTION 1 — INITIAL REQUIREMENTS | ✓ |
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| | <p>Lesson Plan Approval – If offering driver’s education and/or driver instructor training, the department must approve your lesson plan before you can be authorized to conduct these types of courses. Allow a minimum of 120 days for approval OR you may submit a letter authorizing you to utilize a previously approved lesson plan.</p> |
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| SECTION 2 — FEES REQUIRED |
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\$150 Non-Refundable Fee
 \$70 For Each Branch Location
Required only if additional branch locations.
 \$1 Family Support Fee

| SECTION 3 — FORMS REQUIRED <i>Attach documents in the following order.</i> | ✓ |
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| Application for Occupational License (OL 216) | |
| Driving School Owner or All Terrain Vehicle Safety Training Organization Principal Surety Bond (OL 218) OR Deposit Agreement and Assignment (OL 25E) AND Payee Data Record (STD 204). | |
| Certification of Compliance, California Labor Code 3700 (OL 4002) | |
| Application for Occupational License Personal History Questionnaire (OL 29B) <i>Required for each person listed under ownership on form OL 216.</i> | |
| Appointment of Director as Agent for Service of Process (ADM 9050) <i>Required for each person listed under ownership on form OL 216.</i> | |
| Request for Live Scan Service [copy] (DMV 8016) <i>Required for each person completing form OL 29B.</i> | |
| Out-of-state residents call Occupational Licensing at (916) 229-3126 or local Inspector’s Office for Fingerprint Card (ADM 1316) and Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement (BCII 9004). | |

| SECTION 4 — ADDITIONAL DOCUMENTS REQUIRED <i>Attach documents in the following order.</i> | ✓ |
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| A letter issued by DMV approving your lesson plan or authorizing you to utilize a previously approved lesson plan. | |
| <p>If filing as a Corporation</p> <ul style="list-style-type: none"> • Statement of Information (SI 550) filed with the Secretary of State, which identifies the officers, and shareholders. <p>If filing as a Limited Liability Company or Limited Liability Partnership</p> <ul style="list-style-type: none"> • Statement of Information LLC (LLC 12) filed with the Secretary of State, which identifies the managers, managing partners and members. | |



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| SECTION 4 — ADDITIONAL DOCUMENTS REQUIRED (Continued) | ✓ |
| A copy of your Fictitious Name Statement. <i>Not required if your surname is included in your business name.</i> | |
| A signed copy of your rental or lease agreement. <i>Proof of property ownership may be required.</i> | |
| A copy of your Business License, Certificate of Occupancy License, or Tax Certificate. <i>If required by city/county you are doing business in.</i> | |
| Operator Application: Refer to the Occupational Licensing webpage. <i>If the owner is not the operator of the driving school, the owner shall designate an operator who will meet the requirements of CVC §11102.5.</i> | |
| SECTION 5 — OPTIONAL DOCUMENTS <i>If applicable, attach documents in the following order.</i> | ✓ |
| The following forms are required for behind-the-wheel instruction. | |
| Driving School Insurance Certificate (OL 207) | |
| Safety Inspection Report, Vehicle Used for Instruction (OL 221A) | |
| Safety Inspection Report, Motorcycle Used for Instruction (OL 221M) | |
| The following forms are required for off-site classroom locations (no business office at site). | |
| Application for Modification to a Driving School Owner License and All-Terrain Vehicle Safety Training Organization (OL 226) | |
| Property Use Verification (OL 140) <i>Required for each classroom only location.</i> | |
| SECTION 6 — IMPORTANT INFORMATION <i>Incomplete applications will be returned.</i> | ✓ |
| Make and keep a copy of all documents for your records. <i>The department does not provide photocopies.</i> | |

Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to the Occupational Licensing webpage. Pursuant to CVC §11106; until the department is satisfied that the applicant has met the requirements under this chapter, it may issue a temporary permit to any person applying for a license issued pursuant to this chapter. The temporary permit authorizes the operation of a school or the giving of instruction for a period not to exceed 120 days while the department is completing its investigation and determination of all facts relative to the qualifications of the applicant for the license.