TRAFFIC VIOLATOR SCHOOL LICENSE MODIFICATIONS

	MODIFICATION	FORMS	ADDITIONAL REQUIREMENTS	FEE
OWNER	Change Main or Branch Address	OL 736 / OL 140	A copy of your lease, or proof of property ownership, or rental agreement, fictitious name statement, and City/County Business License all of which must indicate the new address, and meet all signage requirements. See "Add an Additional DBA OR Change DBA" if the branch will have a new DBA.	$100
	Add a Branch	OL 712		
	Add a Classroom	OL 712, OL 140, OL 144, OL 854	Must provide a lease agreement.	
	Add Training Modality	OL 736 / OL 704B, OL 764 or OL766	If adding an Internet or home study course, form OL 704B is required along with the approved OL 764 or OL 766, and a letter from the vendor.	$100/Curriculum Review Fee
	Close Business or Branch Location	OL 79C – Coming Soon	OL 79C coming soon. Until the form is available submit a notice on school letterhead and surrender licenses to your local inspection office within 10 days.	NO FEE
	Close a Classroom Location	OL 79C – Coming Soon	OL 79C coming soon. Until than a notice on school letterhead is sufficient.	NO FEE
	Duplicate License	OL 736		$15
	Establish or Change Your Mail To Address	OL 4000	Provide a letter to the department requesting the change.	NO FEE
	US Postal Service Mandated Address Change	OL 736	MUST NOT involve relocation to a new address. A copy of the City/County Business License that indicate the new address, compliance with all signage requirements and a copy of the Postal Service notice must also be provided.	
	Add an Additional DBA **OR** Change Business Name OR DBA	OL 736 / OL 612	Must obtain a Bond Rider, show proof of fictitious name filing, and signage must comply with all regulatory and statutory requirements. Must call the Business Licensing Unit for name availability and name must not exceed 35 characters which includes spaces.	$100
	Make An Administrator Change	OL 757 / OL 29B		
	Change Your True Full Name **OWNER OR OPERATOR**	OL 29B, ADM 9050	Copy of your Driver License or other official documents that substantiate the legal name change.	
	Deceased Owner	OL 15, OL 29B, OL 704, or OL 704B, ADM 9050	Must submit a Court Appointment as executor/administer, DMV 8016, a bond rider and a certified copy of the death certificate. Once all requirements are satisfied DMV will issue a one year Certificate of Convenience (see VC §11720).	
OPERATOR	Change School Name or Address	OL 711	Must be submitted with owner change of name or addition of additional DBA (Doing Business As).	$50
	School Transfer	OL 711	School you are transferring to must be currently in business. Must also surrender and enclose your current license with your request.	
	Obtain A Duplicate License	OL 711		$15
INSTRUCTOR	Obtain An Additional License	OL 710	Must provide an acknowledgement of employment letter provided by each school where you instruct (letter must be on the school's letterhead).	$50
	Obtain A Duplicate/Replacement License	OL 711		$15
	Change School Name or Address	OL 711		$25
	Transfer Your License	OL 711	School you are transferring to must be currently licensed with DMV. Must also surrender your current instructor's license and enclose with your request.	
	Change Your True Full Name or Address	OL 711	Must provide a copy of your driver license that substantiates your name change.	
	Public School Instructor Certification OR Deletion	OL 609	Must have a teaching credential or a valid Traffic Violator Instructor's License	NO FEE

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