



INSTRUCTIONS FOR SUBMITTING THE TRAFFIC VIOLATOR SCHOOL (TVS) FOREIGN LANGUAGE APPROVAL REQUEST FORM

The TVS Foreign Language Approval Request Form may be submitted at any time for an existing TVS owner or upon application for a new TVS owner license.

- If completing for new translation course curriculum you must be prepared to provide information pertaining to the translation of the curriculum, such as translation experience or translator certification information.
- If completing for purchased curriculum, you must attach the Letter of Authorization. The letter must include: the name of the Program Owner, Doing Business As (DBA) and the Certificate of Approval number.
- Curriculum materials submitted to DMV in any other language than English shall be accompanied by English translation and a declaration the English translation is a true translation from the language other than English.
- You will need to certify under penalty of perjury all information provided to DMV is true and correct. You will need to sign, date, and provide your TVS license number.

The completed and signed form(s), along with supporting documents, may be submitted to DMV's OL Compliance Unit using any of the following methods:

- Email:
DMVPolicyOLCompliance@dmv.ca.gov
- Mail:
Department of Motor Vehicles
Attn: OL Compliance
2415 1st Avenue, M/S C383
Sacramento, CA 95818



TRAFFIC VIOLATOR SCHOOL (TVS) FOREIGN LANGUAGE APPROVAL REQUEST

Instructions: For new course curriculum complete Sections 1, 2, and sign Section 4. For new translations of purchased curriculum, complete Sections 1 through 4.

SECTION 1 — SCHOOL OWNER INFORMATION

FULL NAME (FIRST, MIDDLE, LAST)		DAYTIME PHONE NUMBER ()	
MAILING ADDRESS	CITY	STATE	ZIP CODE

SECTION 2 — NEW COURSE CURRICULUM

To be approved by the Department to offer a course in a language other than English, the course curriculum must have been translated by a person who meets or exceeds at least one of the three criteria listed below.

The course curriculum has been translated by a person who meets or exceeds the marked box(es) below.

- A minimum of five (5) years of professional translation work experience in the targeted language.
- A four-year college degree in the targeted language.
- A translator certificate from the American Translators Association or equivalent in the targeted language.

Provide name of equivalent Association: _____

Applicant is responsible for ensuring the translator has the appropriate experience, education, and/or certification necessary to perform services required.

SECTION 3 — PURCHASED COURSE CURRICULUM (Letter of authorization must be enclosed from the Program Owner)

Provide the following information regarding the lesson plan owner.

Name of Program Owner: _____

Doing Business As (DBA): _____

Certificate Approval Number: _____

NOTE: The letter of authorization must identify the buyer by name. The letter must state the DBA has permission to translate the document.

letter of authorization shall bear the

SECTION 4 — CERTIFICATION

SIGNATURE _____ DATE _____ SCHOOL NAME (PRINTED) AND LICENSE NUMBER _____
X

FOR DMV USE ONLY

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PRIVACY NOTICE ON COLLECTION

- DMV collection of personal information is governed by: *California Information Practices Act, Civil Code §1798 et seq; Government Code (GC) §11015.5; California Public Records Act GC §7920.000 et seq.; California Vehicle Code §1808; and Driver's Privacy Protection Act (18 United States Code §§2721-2725).*
- The information collected will not be shared with other entities.
- DMV uses this information to approve Traffic Violator School Foreign Language courses and curriculum.
- All information on this form is mandatory.
- Failure to provide mandatory information shall result in rejection of the Traffic Violator School Foreign Language Approval Request form.
- You have the right to review and request corrections/deletions of DMV maintained records containing your personal information.
- Questions about this form should be addressed to DMV Occupational Licensing Compliance, 2415 1st Avenue, MS-C383, Sacramento, CA 95813 or (916) 404-7278.
- For privacy policy questions or requests contact us at: DMV Chief Privacy Officer, 2415 1st Avenue, MS F127, Sacramento, CA 95818 or (916) 657-6340.