

DMV USE ONLY	
OCCUPATIONAL LICENSING NUMBER	
FIRM NAME	

TVS OWNER APPLICATION CHECKLIST ✓

All application forms may be completed online and printed or they can be printed and completed manually in blue ink. All forms must be submitted with original (wet) signature in blue ink. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

SECTION 1— INITIAL REQUIREMENTS



Lesson Plan Approval – Submit Request for Approval of TVS Educational Program, OL 764, with course materials to the department and allow a minimum of 120 days for approval **OR** you may submit Request for Verification of Approval for Use of an Approved TVS Program, OL 766, with a letter from the program owner authorizing you to utilize a previously approved lesson plan.

Request for DMV Approval of a Traffic Violator School Name (OL 612)



Do not begin completing forms in Section 2 or submit fees until receipt of an approved Request for DMV Approval of a Traffic Violator School Name, OL 612, has been received.

SECTION 2 — FORMS REQUIRED *Attach documents in order stated.*



TVS Owner Application Checklist (OL 761)

Request for DMV Approval of a Traffic Violator School Name (OL 612)
Proposed name must be approved and form signed by an Occupational Licensing Manager.

Traffic Violator School (TVS) Owner License, Part A (OL 713)

Surety Bond of Traffic Violator School (TVS) Owner (OL 704) **OR**
Traffic Violator School (TVS) Owner Surety Bond Who Offers Home Study or Internet Instruction (OL 704B)

Traffic Violator School Branch Business Office/Classroom Application (OL 712)

Traffic Violator School Owner Assurance of Compliance with the Americans with Disabilities Act (ADA) of 1990 (OL 142)

Property Use Verification for a Driving School or Traffic Violator School License (OL 140)
Required for each office and classroom.

Application for Occupational License Personal History Questionnaire, Part B (OL 29B)
Required for each person listed under ownership on form OL 713.

A copy of a valid driver license, identification card and social security card. **NOTE:** Refer to FFDL 8 https://www.dmv.ca.gov/pubs/brochures/fast_facts/ffd108.htm for other eligible documents to verify SSN. For additional information see *California Code of Regulations* Section 450.00 and 450.02.; or refer to the *United States Code*, Chapter 14, Subchapter II: Eligibility for State and Local Public Benefit Programs and Subchapter IV: General Provisions. <http://uscode.house.gov/view.xhtml?path=/prelim@title8/chapter14/subchapter4&edition=prelim>
Required for each person listed under ownership on form OL 713.

Appointment of Director as Agent for Service of Process (ADM 9050)
Required for each person listed under ownership on form OL 713.

Request for Live Scan Service [yellow copy] (DMV 8016) – *Required for each person completing form OL 29B.*
Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).



SECTION 3 — ADDITIONAL DOCUMENTS REQUIRED <i>Attach documents in order stated.</i>	✓
A completed OL 764 or OL 766 and a letter signed by DMV or an agent of DMV approving your lesson plan or authorizing you to utilize a previously approved lesson plan. <i>See Section 1 – INITIAL REQUIREMENTS</i>	
If filing as a Corporation, Limited Liability Company or Limited Liability Partnership owned business only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers.	
A copy of your Fictitious Name Statement.	
A signed copy of your rental or lease agreement, for all offices and classrooms, or use Traffic Violator School Classroom Lease or Rental Agreement (OL 144). Proof of property ownership may be required.	
A copy of your Business License.	
SECTION 4 — IMPORTANT INFORMATION <i>Incomplete applications will be returned.</i>	✓
Keep a copy of all documents for your records.	
If applicable, proceed to TVS Operator (OL 750) and/or TVS Instructor Application Check List (OL 710)	
<p>Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to www.dmv.ca.gov/fo/inspector_office.htm. An Inspector will review the application to ensure all requirements are fulfilled, complete an applicant background check and inspect the established place of business. Temporary permits will only be issued to applicants that successfully clear all three phases of the application process. Incomplete applications will be returned. Unsuccessful applicants will be notified of any discrepancies or decision not to issue a license.</p>	