STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

DMV USE ONLY
OCCUPATIONAL LICENSING NUMBER
FIRM NAME

TVS INSTRUCTOR APPLICATION CHECKLIST ✓

All applicant 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.

	INSTRUCTOR LICENSE ONLY	OWNER / INSTRUCTOR LICENSE
SECTION 1 — FORMS REQUIRED ***Attach documents in order stated.***	✓	✓
TVS Instructor Application Checklist (OL 710A)		
Application for Traffic Violator School Operator and Instructor License (OL 710)		
Application for Occupational License Personal History Questionnaire, Part B (OL 29B)		**PROVIDE WITH OWNER APPLICATION**
Request for Live Scan Service (yellow copy) (DMV 8016)		**PROVIDE WITH OWNER APPLICATION**
SECTION 2 — ADDITIONAL DOCUMENTS REQUIRED ***Attach documents in order stated.***	✓	✓
Evidence of successful completion of the TVS instructor written examination. *Owner/instructor applicants must be tested by an Occupational Licensing Inspector.* (*EXEMPTION: Applicant has passed the TVS operator examination.*)		
Proof of high school graduation or equivalent.		
Letters of employment acknowledgement from each school. *Required for "Additional" applications only.*		
SECTION 3 — IMPORTANT INFORMATION ***Incomplete applications will be returned.***	✓	✓
Keep a copy of all documents for your records.		

Submit the above required forms and documents to a local Occupational Licensing Inspection's Office. For office locations refer to the Occupational Licensing Webpage. Pursuant to *California Vehicle Code* (CVC) §11210; upon receipt of an application for a license which is accompanied by the appropriate fee, the department shall within 120 days, make a thorough investigation of the information contained in the application.

Print Clear Form