

PROFESSIONAL DRIVER SERVICES (PDS) THIRD PARTY DRIVER LICENSE TRAINING PROVIDER CHECKLIST

COMPLETE THE FOLLOWING MVD FORMS:

- ☐ [40-6401](#) Third Party Training Driver License Provider Individual Certification Application
*NOTE: Separate "Individual Certification" application required if the provider will also be training
- ☐ [40-6402](#) Third Party Training Provider Authorization Application ***must provide an email address***
- ☐ [46-0409](#) Personal History/Authorization to Release Information ***must be notarized***
- ☐ [96-0560](#) Authorized Presence Documentation/Exemption Request
- ☐ [96-0780](#) Statement of Good Moral Character
- ☐ [96-0901](#) Statement of Good Standing

REQUIREMENTS:

- ☐ PDS Provider Checklist 40-6405 ***must be submitted with application***
- ☐ Complete all of the Obtaining Fingerprints and Background Information section online at azdot.gov/mvd/services/professional-services/fingerprint-services
- ☐ 39 month MVR dated 30 days from date of application - check issue date on license, if not resident for the last 3 years must supply MVR from any other state(s) licensed in
*No suspensions, revocations or cancellations within the last 39 months
*No convictions within the last 39 month related to: DUI, reckless driving, leaving the scene of an accident, or racing on the highway
- ☐ Proof of insurance for vehicles and business
- ☐ Independent Contractor Agreement or Sole Proprietor Waiver if not carrying Workers Compensation Insurance. For questions regarding insurance requirements, email ADOT Risk Management at mvd1@azdot.gov
- ☐ Letter from landowner granting permission for the site to be used, if land is not owned by the provider or ownership of property
- ☐ Documentation from the appropriate zoning authority that address of evaluation site is commercially zoned or the zoning authority approves the use of the address as a Driver Training Facility

PHOTOS OF:

- ☐ Hours of operation signage conspicuously posted
- ☐ Entrance of the office
- ☐ Office area and secure records storage
- ☐ Entrance of the classroom; (separate from office)
- ☐ Front and back views of classroom

IF PROVING BEHIND-THE-WHEEL INSTRUCTION, PHOTOS OF:

- ☐ Dual brake mechanism
- ☐ "Student Driver" signage conspicuously posted
- ☐ Parking cones layout
- ☐ Parallel parking
- ☐ 3 point turn maneuver
- ☐ Range (Motorcycle only)
- ☐ Track location (Motorcycle only)
- ☐ Fire extinguisher, first aid kit, and highway warning kit (3 reflective triangles)
- ☐ Certified mechanic inspection
If vehicle is older than 5 years, include justification letter
- ☐ Instructor rearview mirror
*NOTE: If more than one training vehicle, all of the above are required for each vehicle

MVD USE ONLY	
Received	Not Rec'd

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ADDITIONAL REQUIREMENTS CONT:

- ☐ Copy of 30-hour classroom curriculum
- ☐ Copy of curriculum for all course offered
- ☐ Copy of three (3) separate/distinct 30-question final evaluations, including answer keys
- ☐ Copy of 10-hour behind the wheel curriculum
- ☐ Two maps with narratives indicating final behind the wheel evaluation routes
- ☐ Copy of behind the wheel skills final evaluation
- ☐ Sample copies of any and all contract and forms of receipt to be used by the Provider
- ☐ Copies of all advertising; subject to MVD approval, including website address

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THE FOLLOWING DOCUMENTS RELATING TO THE APPLICANT'S BUSSINESS TYPE:**Corporation:**

- ☐ Copy of the articles of incorporation, including any amendments filed with the Arizona Corporation Commission; and any other official documents, including copies of board meeting minutes and annual reports, that reflect the most recent change to the corporate name, structure, or officers;

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Limited liability Company:

- ☐ Copy of the articles of organization, including any amendments filed with the Arizona Corporation Commission;
- ☐ Copy of the application for registration as a foreign limited liability company filed with the Arizona Corporation Commission and a copy of the certificate of registration issued by the Arizona Corporation Commission to a foreign limited liability company;

Limited partnership, or a limited liability partnership:

- ☐ Copy of a valid certificate of existence issued by the Arizona Secretary of State, or;
- ☐ Copy, stamped "Filed" by the Arizona Secretary of State, of a Certificate of Limited Partnership Certificate of Foreign Limited Partnership form, or Statement of Qualification for Conversion of Limited Partnership or Limited Liability Partnership; or
- ☐ Copy of a valid trade name certificate issued by the Arizona Secretary of State; or

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Sole Proprietor:

- ☐ Copy of a valid certificate of existence issued by the Arizona Secretary of State, or
- ☐ Copy of a valid trade name certificate issued by the Arizona Secretary of State

Note: All applications and questions need to be emailed to dlepds@azdot.gov.