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

ADDITIONAL REQUIREMENTS

☐ A complete fingerprint card must be submitted sealed in the envelope provided with the application for each owner, partner, corporate officer, director and all stockholders owning 20% or more of the entity (Unless exempt)
☐ Cashier’s check or money order payable to Department of Public Safety (DPS) for $22.00 for each person fingerprinted
☐ 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:

☐ Sign indicating hours of operation
☐ Entrance of the office
☐ Office area and secure records storage
☐ Entrance of the classroom; (separate from office)
☐ Front and back views of classroom

If Providing Behind-the-Wheel Instruction, photos of:

☐ Dual brake mechanism
☐ “Student Driver” signage
☐ 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

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
- Three 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

The following documents relating to the applicant’s business type:

Corporation:
- A 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;

Limited liability Company:
- A copy of the articles of organization, including any amendments filed with the Arizona Corporation Commission;
- A 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:
- A copy of a valid certificate of existence issued by the Arizona Secretary of State, or;
- A 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
- A copy of a valid trade name certificate issued by the Arizona Secretary of State; or

Sole Proprietor:
- A copy of a valid certificate of existence issued by the Arizona Secretary of State, or
- A copy of a valid trade name certificate issued by the Arizona Secretary of State

PDS Check List:
- The PDS Check List #40-6405 must be submitted in order to process the application for review and approval

COMPLETED APPLICATION PACKETS MAY BE DROPPED OFF IN PERSON OR MAILED TO:

ADOT MOTOR VEHICLE DIVISION
ATTENTION:
PROFESSIONAL DRIVER SERVICES
1801 W JEFFERSON ST
MAIL DROP 515M
PHOENIX, AZ 85007

Please Note: Notify our program by email at dlepds@azdot.gov when the application packet has been submitted. Applications will be processed within five business days after receipt.