



Motor Vehicle Division

40-6405 R05/19 azdot.gov

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

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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
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

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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

Table with 2 columns: Received, Not Rec'd

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)

Table with 2 columns: Received, Not Rec'd

MVD USE ONLY	
Received	Not Rec'd

- 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;

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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;

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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

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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

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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.