



Motor Vehicle Division

40-6406 R08/23 azdot.gov

PROFESSIONAL DRIVER SERVICES (PDS)
THIRD PARTY DRIVER LICENSE
TRAINER APPLICATION CHECKLIST

COMPLETE THE FOLLOWING MVD FORMS:

- 40-6401 Third Party Individual Certification Application *must provide an email address*
96-0560 Authorized Presence Documentation/Exemption Request
46-0409 Personal History/Authorization to Release Information *must be notarized*
96-0780 Statement of Good Moral Character
96-0901 Statement of Good Standing

Table with 2 columns: Received, Not Rec'd. Header: MVD USE ONLY

REQUIREMENTS:

- Trainer Application Checklist 40-6406 *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 high school education or the equivalent
Affidavit from manager of sponsoring school certifying applicant's ability to teach at a professional level
Affidavit from a licensed school certifying 100 hours combined classroom and in-car training
Independent Contractor Agreement (Workers Comp Insurance)

Table with 2 columns: Received, Not Rec'd. Multiple empty rows for tracking requirements.

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