



Motor Vehicle Division

40-6406 R05/19 azdot.gov

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

COMPLETE THE FOLLOWING MVD FORMS

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

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ADDITIONAL REQUIREMENTS

- Trainer Application Checklist #40-6406 *must be submitted with application*
1 Fingerprint Card in envelope that was provided along with the completed Fingerprint Technician form
Cashier's check or money order payable to Department of Public Safety (DPS) for \$22.00 for a criminal history check
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
3 character reference letters
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)

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*NOTE: If a certified driver license trainer is not employed or contracted with a professional driver training school in the state for a period of one year or more, the driver license trainer shall reapply to the Department and shall satisfy all the requirements in A.A.C. R17-7-301 and A.A.C. R17-7-703

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 dlepbs@azdot.gov when the application packet has been submitted. Applications will be processed within five business days after receipt.