



Motor Vehicle Division

40-6407 R08/23

azdot.gov

PROFESSIONAL DRIVER SERVICES (PDS)
COMMERCIAL DRIVER LICENSING (CDL)
SCHOOL CHECKLIST

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

COMPLETE THE FOLLOWING MVD FORMS:

- 96-0315 Professional Driver Training School Application
96-0321 Professional Driver Services Change Request
96-0329 Professional Driver Training Instructor Application (Owner)
96-0560 Authorized Presence Documentation/Exemption Request
96-0780 Statement of Good Moral Character
96-0901 Statement of Good Standing

REQUIREMENTS:

- PDS CDL Checklist 40-6407
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
Proof of high school diploma or the equivalent
Pay MVD for each applicable license activity at AZMVDNow.gov
Corporation/LLC/LLP: Copy of Articles of Incorporation or Organization for name verification
A.A.C. 17-5-302 (D)(2) Verification of liability insurance coverage
Copies of any advertising to be approved by MVD

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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

Table with 2 columns: Received, Not Rec'd

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

- Parallel parking and 3-point turn maneuver
Training/skills track

Table with 2 columns: Received, Not Rec'd

- Diagram with dimensions of proposed track locations
- "Student Driver" signage conspicuously posted

MVD USE ONLY	
Received	Not Rec'd

COMPLETE THE FOLLOWING ONLY IF THE OWNER WILL ALSO BECOME AN INSTRUCTOR

- [96-0329](#) Professional Driver Training Instructor Application
- Pay MVD for each applicable license requested at [AZMVDNow.gov](#).
- Affidavit from a licensed school certifying 100 hours combined classroom and in-car training
- Sworn Statement from applicant that he/she has No Outstanding Traffic Warrants
- Written Statement from Manager of Sponsoring School certifying applicant's ability to teach driving at a professional level

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