COMMERICAL LICENSING AND SPECIALTY SERVICES
Commercial Driver License Examination Program

CDLE PROVIDER AUTHORIZATION CHECKLIST

_____ Completed MVD form 96-0909 CDL EXAMINATION PROVIDER AUTHORIZATION APPLICATION.

_____ Copy of Articles of Incorporation if applicable.

_____ Copy stamped “filed” by the Arizona Secretary of State of a Certificate of existence.

_____ Completed MVD form No. 96-0560 AUTHORIZED PRESENCE DOCUMENTATION.

_____ One complete fingerprint card must be submitted with the application for each partner, sole proprietor, stockholder owning 20% or more of the entity and each examiner applicant, along with form 99-0141A FINGERPRINT TECHNICIAN, in a separate, sealed envelope.

_____ Cashier’s check or money order payable to Department of Public Safety (DPS) for $22.00 for each person fingerprinted.

_____ Completed MVD form 46-0409 PERSONAL HISTORY/AUTHORIZATION TO RELEASE INFORMATION for each person fingerprinted.

_____ Completed MVD form 96-0101 THIRD PARTY BOND (unless exempt).

_____ If exempt, submit completed MVD form 96-0517 THIRD PARTY BOND REQUIREMENT EXEMPTION

_____ Certificate of Insurance or Self Insurance as required by the Arizona Department of Transportation Risk Management.

_____ Own, lease or rent at least one vehicle representative of the type of vehicle or group of vehicles which may be used for testing (Provide Proof).

_____ Photos of:
  _____ Sign indicating hours of operation
  _____ Floor plan of office area and secure records storage location

_____ Skills test track inspection:
  _____ Provide diagram with dimensions of proposed track locations

_____ Map with narrative of road test route.

_____ If land is not owned by the contractor, attach letter from landowner granting permission for the site to be used as a CDL test site.

_____ Documentation (from the appropriate zoning authority) that the address of the test site is commercially zoned or the zoning authority approves the use of the address as a CDL testing facility.

_____ Completed MVD form 96-0118 THIRD PARTY CERTIFIED INDIVIDUAL APPLICATION for each Examiner or each Certified Individual applicant. Please see form 96-0904 CERTIFIED INDIVIDUAL CHECKLIST for each Certified Individual and form 96-0903 CERTIFIED CDL EXAMINER.

Submit to:
ADOT/Motor Vehicle Division
CDLE Unit
PO Box 2100, MD 545M
Phoenix, Arizona 85001-2100

NOTE: Only the current version of required forms will be accepted.
Forms may be downloaded from: http://www.azdot.gov/mvd/mvd-forms-library.
If fingerprint cards are needed, please call 602-712-4752 or email your request to: cdle2@azdot.gov.