



Motor Vehicle Division

96-0902 R08/23 azdot.gov

CDLE PROVIDER
AUTHORIZATION CHECKLIST

COMPLETE THE FOLLOWING MVD FORMS:

- ☐ [96-0909](#) CDL Examination Provider Authorization Application
- ☐ [96-0560](#) Authorized Presence Documentation/Exemption Request ***if exempted***
- ☐ [46-0409](#) Personal History/Authorization to Release Information ***must be notarized and for each person fingerprinted***
- ☐ [96-0101](#) Third Party Bond
- ☐ [96-0517](#) Third Party Bond Requirement Exemption
- ☐ [96-0118](#) Third Party Certified Individual Application ***for each examiner and certified individual***

REQUIREMENTS:

- ☐ Please see form [96-0903](#) Certified CDL Examiner and form [96-0904](#) Certified Individual Checklist (for each Certified Individual)
- ☐ Complete all of the Obtaining Fingerprints and Background Information section online at azdot.gov/mvd/services/professional-services/fingerprint-services
- ☐ Copy of Articles of Incorporation or Organization for name verification
- ☐ Copy stamped "filed" by the Arizona Secretary of State of a Certificate of existence
- ☐ Certificate of Insurance or Self Insurance as required by the ADOT Risk Management
- ☐ Provide proof of own, lease or rent at least one vehicle representative of the type of vehicle or group of vehicles which may be used for testing

PHOTOS OF:

- ☐ Hours of operation signage conspicuously posted
- ☐ Office area floor plan area a
- ☐ Office secure records storage location

SKILLS TEST TRACK INSPECTION:

- ☐ Provide diagram with dimensions of proposed track locations
- ☐ Two maps 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

MVD USE ONLY	
Received	Not Rec'd

--	--

--	--

--	--

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