



96-0903 R09/19 azdot.gov

Motor Vehicle Division  
Commercial Licensing  
CDL Examination Unit  
PO Box 2100 Mail Drop 545M  
Phoenix AZ 85001-2100

## CERTIFIED CDL EXAMINER CHECKLIST

- \_\_\_\_\_ Completed MVD form 96-0908 COMMERCIAL DRIVER LICENSE EXAMINATION CERTIFICATION APPLICATION signed by the Authorized Third Party representative.
- \_\_\_\_\_ Possess a valid driver license of the class (or higher) matching the testing to be administered.
- \_\_\_\_\_ Possess a valid driver license of the endorsement (or higher) matching the testing to be administered.
- \_\_\_\_\_ Completed MVD form 46-0903 THIRD PARTY AUTHORIZATION to RELEASE INFORMATION.
- \_\_\_\_\_ Copy of Driver License front and back.
- \_\_\_\_\_ 39-month motor vehicle record (MVR). Must be within 7 days of application date, and showing no suspensions or revocations or conviction related to driving under the influence of drugs or alcohol, reckless driving, aggressive driving, racing on a highway or leaving the scene of an accident.
- \_\_\_\_\_ Does the applicant have three years of driving experience pertaining to the operation of a commercial motor vehicle in the type and class for which the applicant is seeking certification.
- \_\_\_\_\_ Does the applicant have three years of driving experience with the endorsement for the class that you are requesting to test **(P/S) only**.
- \_\_\_\_\_ Completed MVD form No. 96-0560 AUTHORIZED PRESENCE DOCUMENTATION.
- \_\_\_\_\_ One completed department approved fingerprint card along with MVD form #99-0141A FINGERPRINT TECHNICIAN in a **separate, sealed envelope**. (Clearance card not accepted)
- \_\_\_\_\_ Completed MVD form 46-0409 PERSONAL HISTORY/AUTHORIZATION TO RELEASE INFORMATION.
- \_\_\_\_\_ Completed MVD form 96-0901 STATEMENT OF GOOD STANDING.
- \_\_\_\_\_ **Cashier's check or money order** in the amount of **\$22.00 payable to: DPS** for a criminal history check.
- \_\_\_\_\_ **Cashier's check or money order** in the amount of **\$20.00 payable to: MVD** for training materials.

**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](mailto:cdle2@azdot.gov).