

Driver Training School & Instructor Licensing

Driver Training School (DTS) and Instructor Applicants

Follow the steps outlined below to complete the documentation required to submit your application.

- **Driver Training School and Instructor renewal application packets for licensing period July 1, 2016 - June 30, 2018 will be accepted beginning February 1, 2016 and must be submitted to the Bureau of Motor Vehicles (BMV) Driver Education (DE) Program no later than midnight, May 1, 2016 in order to ensure receipt of license by July 1, 2016.**
- **A school must not conduct business after the expiration of the current license until the BMV has granted a renewal license.**

***By applying for this license I acknowledge that I and this license application are subject to provisions of Title 9 of the Indiana Code and section 140 of the Indiana Administrative Code. This license application and any resulting licensure, if any, may be revoked, suspended, or denied by a finding from the BMV.**

Driver Training School Application Process:

1. **Driver Training School Application** – This form is submitted electronically and can be accessed by clicking on the hyperlink or by visiting the driver education webpage at - <http://www.in.gov/bmv/3016.htm>. Please complete all required sections of the form in its entirety.
 - a. **Type of Application:** Choose “New” or “Renewal.”
 - b. **General Information:**
 - i. List name of applicant, name of school, Federal ID Number (9 digits), address of school, telephone number and website for the driver training school, *if applicable*.
 - ii. For “Type of School,” choose “Business Entities” for commercial schools or “Public /Private Schools” for public, private, parochial, accredited and non-accredited schools.
 - iii. For “Type of Course(s) Offered” choose all that apply. Classroom training, Online Classroom Training (*this is only selected for online providers and not if you partner with an online provider*) or Behind-the-Wheel.
 - c. **Additional Locations:**
 - i. Application must list all licensed additional locations.
 - ii. Additional locations should have location’s unique name, address of the location, a contact person for that location and telephone and email of contact person. This information must be specific to the satellite location.
 - d. **Driver Training School owners, partners or public/private school officials:**
 - i. List person(s) in charge of the driver training program (This is not the Super-Intendant or the principal unless they play a strong role within the DE program). This would be the individual receiving communications from the BMV Driver Education Program.
 - ii. List home address, phone and email of the owner, partner or school official. Select “add” for more than one owner.
 - e. **Instructors:**
 - i. List each instructor’s name, home address, personal telephone and personal e-mail address. Select “add” for more than one instructor.
 - f. **School Vehicles:**
 - i. Enter make of vehicle, model year, vehicle identification number (VIN) and license plate number of each vehicle used by the school for instruction purposes.
 - g. **Affirmation of Applicant:**

- i. Your affirmation will serve as the required signature.

Items # 2 through # 7 must be submitted together as a packet via mail.

2. Indiana Secretary of State:

- a. *Commercial schools only:* Document verifying the business is properly registered with the Indiana Secretary of State. If the business is a sole proprietorship or general partnership, proof of filing the assumed business name with your local county recorder's office is required.

3. Fingerprint-based full national criminal background check:

- a. All driver training school applications require a **fingerprint-based full national criminal background check** dated within ninety (90) days of the application. See attached instructions below for step-by-step instructions to complete this requirement.

4. Contracts:

- a. Copies of contracts or agreements with any person who conducts business with the school related to driver education courses.
- b. A schedule of all tuitions, fees and charges that the school does, or may, impose.
- c. Samples of student contracts and registration forms to be used by the school.

5. Certificate of insurance demonstrating the minimum insurance coverage set forth in 140 IAC 4-1.5-2:

- a. \$100,000 because of bodily injury to or death of any one person and subject to said limit respecting one person;
- b. \$300,000 because of bodily injury to or death of two or more persons in any one accident; and
- c. \$25,000 because of injury to or destruction of property in any one accident.

6. Curriculum:

- a. A completed instructional standards worksheet(s) for each type of instruction provided. Classroom Curriculum Standards and the Behind the Wheel Curriculum Standards (see attached template).

7. License Fee:

- a. A \$100 license application fee for new or renewal requests. Make check or money order payable to the Indiana BMV, or pay by credit card (VISA/MasterCard). *There is no license fee for schools defined in Indiana Code §9-27-6-6(c)(1) and (4).*

[Download complete Driver Training School Licensing Application Packet](#)

All documents, excluding the electronically submitted forms, **must be submitted together** to the following address via mail:

**Bureau Motor Vehicles
ATTENTION: Driver Education
100 N. Senate Ave, Room N481
Indianapolis, IN 46204**

If you have any questions regarding the application process, please feel free to contact us at drivereducation@bmv.IN.gov

Driver Training School Instructor Application Process:

1. **Driver Training School Instructor Application**- This form is submitted electronically and can be accessed by clicking on the hyperlink or by visiting the driver education webpage at - <http://www.in.gov/bmv/3016.htm>. Complete all required sections of the form in its entirety.
 - a. **Type of Application:** Choose “New” or “Renewal”.
 - b. **Classroom Instruction Only**
 - i. Persons applying to provide instruction only for classroom training must indicate in the check box and need not submit Driver Training School Instructor Physical Examination - State Form 53312 as part of the application.
 - c. **Applicant Information:**
 - i. List name, home address, home telephone number, personal email, and driver’s license number - *Instructors should not use provider emails; the BMV must be able to communicate with you directly through email.*
 - d. **Driver Training School Employer:**
 - i. Name of school, school telephone number, job title, school address.
 - e. **Affirmation of Applicant:**
 - i. Your affirmation will serve as the required signature.

Items # 2 through # 8 must be submitted together as a packet via mail.

2. **Fingerprint-based full national criminal background check:**
 - a. All driver training school instructor applications require a **fingerprint-based full national criminal background check** dated within 90 days of the application. See attached instructions below for step-by-step instructions to complete this requirement.
3. **Certified Driving Record:**
 - a. A certified copy of a driving record from the state that issued the applicant’s current driver's license. Must be dated within 60 days of the application date. By submitting an application, you acknowledge and allow the Indiana BMV to pull your driver record (free of charge).
4. **Driver Education Instructor Physical Exam form** - can be accessed by clicking on the hyperlink or visiting the driver education webpage - <http://www.in.gov/bmv/3016.htm>.
 - a. Must be signed by a physician (forms signed by a nurse practitioner will not be accepted) and dated within 12 months of the application date. Persons applying to provide instruction for Classroom Training only must indicate on the application and are not required to submit this form.
5. **Name and address of employers for the past five years.**
6. **References:**
 - a. Two letters from persons who are not blood relatives that can provide testimony that the applicant has good moral character.
7. **Education:**
 - a. Documentation demonstrating a minimum of 60 semester credit hours at a postsecondary educational institution, which includes nine hours of driver education training (theoretical and behind-the-wheel) consistent with nationally accepted standards in traffic safety.- *Documentation is not required for renewal applications.*
8. **License Fee:**

- a. \$10 license application fee for a new or renewal requests. Make check or money order payable to the Indiana BMV, or pay by credit card (VISA/MasterCard).

[Download complete Driver Training School Instructor License Application Packet](#)

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Criminal History Background Check Process



If you do not have access to the internet, call toll-free at (877) 472-6917 to schedule an appointment. Please remember to let the scheduler know you are requesting the full national fingerprint based criminal background check. Listed below are the steps to complete the criminal history background check online:

1. Visit www.identogo.com if you are an Indiana resident. Out of State residents click [here](#).
2. Select "Online Scheduling" by selecting Indiana.
3. Choose the language you wish to use for scheduling (English or Spanish).
4. Enter your first and last name and click "Go."
5. Select "**Bureau of Motor Vehicles**" from the drop-down and click "Go."
6. Choose the Applicant Category "**Driving Instructor**" and click "Go."
7. Select the location where you want to be fingerprinted. Choose a region of the state, click on the map or enter a zip code to get a list of locations in a specific area. Click "Go."
8. Select "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "Go."
9. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click "Send Information."
10. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Go."
11. Select your method of payment. The fee is \$39.70 and eCheck, Visa or MasterCard are accepted for online payments. A money order or business check required if paying onsite. Checks must be made out to MorphoTrust.
12. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
13. Bring **one (1)** of the following with you to your fingerprinting appointment: valid driver's license, state issued identification card, valid passport, student identification card with picture and date of birth, work identification card with picture and date of birth, valid permanent resident card with picture and date of birth. If you do not have the above identification, you will need **both** a valid birth certificate and a Social Security card.
14. Arrive at the facility at your appointed date and time.
15. The enrollment officer at the site will check your identification, verify your information, verify or collect payment, capture your fingerprints and submit your data. This normally takes less than five minutes.
16. You will receive a signed receipt at the end of your fingerprinting session that can be provided to your agency for proof of fingerprinting, if needed.
17. All results will be processed and delivered to the Indiana BMV.