

Driver Education Provider Application Instructions

(Commercial or Public/Private School)



A. Complete the following two (2) forms and submit electronically:

1. *Driver Education Provider Application for License*

- All applications for 2012 and 2013 will be considered New applications.
- Complete all required sections of the form. Be certain to include the Federal ID Number.
- Explain any answers as requested on the form. A satellite location does not include an office or staff. It is a training location that only provides the classroom instruction and has a contract/agreement with the school owner to provide the classroom facility.
- Under "Type of School", commercial schools are "Business Entities", public, private, parochial, accredited and non-accredited schools are "Public /Private Schools".
- Do not fill in the area for "Instructor License Number". That will be issued later by this office.

Your affirmation will serve as the required signature.

2. *Personal History of Driver Education Provider Owner, Partner or Public/Private School Official*

- Complete all sections of the form.
- Explain any yes answers.

Your affirmation will serve as the required signature.

B. Submit the following items via US Mail or private mail service (Fed Ex, UPS, etc.) to:

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

- License fee of \$100 by money order, cashier's check, or corporate check made out to the Bureau of Motor Vehicles. NOTE: There is no license fee for schools defined in IC 9-27-6-7 (a) (1) through (6).
- A current fingerprint based national background check on all owners, officers, etc. of the school. (Only new or existing national background checks that are less than three (3) years old will be accepted).
- Copy of current building/fire inspection.
- A schedule of all tuitions, fees and charges that the school does, or may, impose.
- Copies of all contracts/agreements/registration forms issued by the school to its students and/or their parents/guardians.

The instructions above are also a checklist. Please use it to ensure that all required items and fees are submitted.

Driver Education Training Instructor Application Instructions



A. Complete the following form and submit electronically:

1. *Application for Driver Education Provider Training Instructor License*

- All applications for 2012 and 2013 will be considered New applications.
- Complete all sections of the form. Be certain to include your Driver License Number (DLN) and email address.
- Explain any answers as requested on the form.

Your affirmation will serve as the required signature.

B. Submit the following items via US Mail or private mail service (Fed Ex, UPS, etc.):

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

- License fee of \$10 by money order, certified check, or corporate check).
- A current fingerprint based national background check (only new or existing national background checks that are less than three (3) years old will be accepted).
- Driver Education Provider Instructor Physical Exam (print and take to physician to be completed).
- Copy of college transcripts showing a minimum of 60 hours of college credit including 9 hours of driver education courses, OR a copy of your teacher license with the driver education endorsement. (Instructors currently licensed by the CJI are exempt from this requirement).

The instructions above are also a checklist. Please use it to ensure all required documents and fees are submitted.



February 11, 2013

All Driver Education Schools and Instructors:

To assist you in fulfilling the requirement for a fingerprint-based national background check, we are offering the following option using L-1 Identity Solutions.

Go to the L-1 Identity Solutions website L1enrollment.com. On the homepage, click Indiana on the map, and you will be taken to SAFRAN (MorphoTrust USA) enrollment page.

The information about L-1 enrollment will be displayed as well as links to online scheduling and locations.

If you wish to see a list of locations where you may obtain the fingerprints, click on the locations link and you will see the list and the address of each site. Next to the address will be a link to the map for the location.

We have included an instruction sheet with step-by-step instructions for scheduling a fingerprint appointment, which can be done online or by phone. You will also be able to enter your location or zip code to find the nearest fingerprinting locations.

Once your background check has been completed, the results are sent to the Indiana Bureau of Motor Vehicles. If the results are anything but clear, the BMV will contact you.

If you have any questions regarding the new guidelines, please contact the BMV at DriverEducation@bmv.in.gov.

Indiana Bureau of Motor Vehicles
Credential Programs

Fingerprinting Instruction Form



Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to L1enrollment.com and choose "Indiana".
2. If you do not have access to the internet, you may call us toll-free at 877-472-6917 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself.
3. Click "Online Scheduling" and choose the language you wish to use for scheduling (English or Spanish)
4. Enter your first and last name and click "Go"
5. Choose your Agency Name **Bureau of Motor Vehicles** and click "Go".
6. Choose the Applicant Category **Driving Instructor** and click "Go".
7. Select the location where you want to be fingerprinted. You may 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. Press "Go"
8. Click on the words "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 "Send Information".
11. Select your method of payment.
12. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
13. Bring one the following with you to your fingerprinting appointment: Valid driver license, valid state issued identification card, valid passport, student ID with picture and date of birth, work ID with picture and date of birth, valid alien ID 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 you ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.

You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed. All results will be processed and delivered to the BMV. L-1 is never in possession of criminal records.