Renewal Driver Training School & Instructor Licensing

Renewing 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, 2014 - June 30, 2016 will be accepted beginning March 1, 2014; completed packets must be submitted to the Bureau of Motor Vehicles (BMV)/Driver Education (DE) Program no later than midnight, May 1, 2014 in order to ensure receipt of license by July 1, 2014.**
- **A school must not conduct business after the expiration of the current license until the BMV has granted a renewal license.**

Driver Training School Renewal Application Process:

1. **Driver Training School Application** – This form is submitted electronically and can be accessed by clicking on the blue hyperlink above or through the driver education webpage located here - http://www.in.gov/bmv/3016.htm. Please complete all required sections of the form in its entirety.
    a. **Type of Application**: Choose **"Renewal."**
    b. **General Information:**
        i. List name, 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.
    c. **Satellite Locations:**
        i. Renewal Application must list all licensed satellite locations.
        ii. Satellites should have the location's unique name, address of the location, a contact person for that location and telephone and email of the 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 or persons in charge of the driver training program. This would be the individual receiving communications from the Bureau of Motor Vehicles (BMV) Driver Education Program.
        ii. List home address, phone and email of the owner, partner, or school official.

e. **Questions:**
f. Answer "Yes" or "No" to each of the 4 questions.
g. **Instructors:**
    i. List each instructor's name, home address, personal telephone, and personal e-mail address.
h. **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.
    ii. You will select "Submit" to continue to the next page.
i. **Affirmation:**
    i. *Your affirmation will serve as the required signature.*

Note: You must check both boxes to affirm. Once you have reviewed the application, you may save it as a PDF. However, you must select "Submit" to finalize your application and transmit it to the BMV.

2. **Personal History of Driver Training School Owner, Partner or Public/Private School Official** – This form is submitted electronically and can be accessed by clicking on the blue hyperlink above or through the driver education webpage located here - http://www.in.gov/bmv/3016.htm. Complete all required sections of the form in its entirety for each administrator listed on the school application.
    a. **Owner or Manager Information:**
        i. List name of owner, partner or public/private school driver training program official; home address, personal telephone, email address, driver's license number, name of driver training school, school telephone number, school email address, and school address.
    b. **Current Employer**:
        i. Enter employer information if different than above.
    c. **Questions:**
        i. Answer "Yes" or "No" to each of the 5 questions. (*If yes, please explain*.)
        ii. You will select "Submit" to continue to the next page.
    d. **Affirmation of Applicant:**
        i. *Your affirmation will serve as the required signature.*

    Note: You must check the box to affirm. Once you have reviewed the application, you may save it as a PDF. However, you must select "Submit" to finalize your application and transmit it to the BMV.

Items # 3 through # 8 must be submitted together as a packet via mail.

3. **Limited Criminal History Search*:***
    a. All driver training school **Renewal Applications** require a **Limited Criminal History (LCH)** search dated within ninety (90) days of the application. See attached instructions for step-by-step instructions to complete this requirement.
4. **License Fee:**
    a. A one hundred dollar ($100) driver training school application fee for each location/satellite applying for renewal, paid 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 9-27-6-6 (c) (1) and (4).
5. **Copy of current Fire and Building Inspection for each location:**
    a. Address(es) of the driver training school location(s) must be on the inspection sheet.

6. **Contracts:**
    a. Copies of all contracts/facility use agreements, registration forms issued by the school to its students and/or their parents/guardians.
    b. A schedule of all tuitions, fees and charges that the school does, or may, impose.
7. **Certificate of Insurance in the prescribed minimum amounts for buildings and cars:**
    a. One hundred thousand dollars ($100,000) because of bodily injury to or death of any one person and subject to said limit respecting one (1) person;
    b. Three hundred thousand dollars ($300,000) because of bodily injury to or death of two (2) or more persons in any one (1) accident; and
    c. Twenty-five thousand dollars ($25,000) because of injury to or destruction of property in any one (1) accident.
8. **Driving Record:**
    a. If the applicant is not licensed by the Indiana BMV to operate a motor vehicle, he/she must provide a certified copy of the driving record from the jurisdiction in which he/she is licensed.

All documents, excluding the electronically submitted forms, <u>must be submitted together</u> to the following address via mail:

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

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

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

Renewal DE Instructors Application Process:

1. **Driver Training School Instructor Application**- This form is submitted electronically and can be accessed by clicking on the blue hyperlink above or through the driver education webpage located here - http://www.in.gov/bmv/3016.htm. Complete all required sections of the form in its entirety.
    a. **Type of Application:** Choose **"Renewal"**.
    b. **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.*
    c. **Driver Training School:**
        i. Name of Driver Training School, employer phone number, and employer address.
    d. **Questions:**
        i. Answer "Yes" or "No" to each of the 6 questions. (*Please explain if necessary.*)
        ii. You will select "Submit" to continue to the next page.
    e. **Affirmation of Applicant:**
        i. *Your affirmation will serve as the required signature.*

    Note: You must check the box to affirm. Once you have reviewed the application, you may save it as a PDF. However, you must select "Submit" to finalize your application and transmit it to the BMV.

Items # 2 through # 5 must be submitted together as a packet via mail.

2. **Limited Criminal History Search:**
    a. All Instructor **Renewal Applications** require a **Limited Criminal History (LCH)** search dated within ninety (90) days of the application. The applicant will need to provide the LCH to the BMV's DE program. See attached instructions for step-by-step instructions to complete this requirement.
3. **Driver Education Instructor Physical Exam form** - can be accessed by clicking on the blue hyperlink above or through the driver education webpage located here - http://www.in.gov/bmv/3016.htm.
    a. The form must be completed in its entirety and signed by a physician.
4. **License Fee:**
    a. A ten dollar ($10) Instructor renewal application fee paid by money order, cashier's check, or corporate check payable to the Bureau of Motor Vehicles.
5. **Driving Record**:
    a. If the applicant is not licensed by the Indiana Bureau of Motor Vehicles to operate a motor vehicle, he/she must provide a certified copy of the driving record from the jurisdiction in which he/she is licensed.

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

Bureau Motor Vehicles
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100 N. Senate Ave, Room N481
Indianapolis, IN 46204

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

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

Limited Criminal History Search Process:

Renewing Driver Training School and Instructor Applicants

Follow the steps outlined below to complete the required **"Limited Criminal History Search"** process.

Using your computer web browser, go to http://www.in.gov/ai/appfiles/isp-lch/. There are two options for submitting your request. You can submit your Limited Criminal History Search via mail for $7.00 or submit your Limited Criminal History Search electronically through the Indiana State Police website for $16.32, if you pay with credit card.

To process by mail, follow the directions below:

1. You will print the "Request Form" from the main page. (*Located in the second paragraph).*
2. You will fill out the form by submitting your last name, first name, middle initial, date of birth, sex, and race.
3. Reason for Search: Driver Education **Instructor or Owner** (choose one) Licensing
4. You will have the response submitted to the applicant's home address.
5. Put an "x" in Box 1; "Has applied for employment with a non-criminal justice organization or individual."
6. DO NOT select any boxes under "Reason for No Fee Request"
7. Under "Warning Penalty for Misuse", you will print your name, sign and date.
   Submit your request along with a certified check, or money order mailed to:
   Indiana State Police, Criminal History Limited Check
   P.O. Box 6188
   Indianapolis, IN 46206
   You may pay by cash, in person only. No personal checks will be accepted.

Once you have received the limited criminal history search results, you must submit the results via mail to:

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

To process electronically, follow the directions below:

1. On the main page, read the instructions and check the agreement box and select "Start Search."
2. Answer the 3 questions provided and select "Search Now."
3. You will type in your personal information: First, Middle Initial, and Last name, phone, address; city, state, zip, and company name/division will be "BMV."
4. You will select box one (1) and select "Continue."
5. You will type in your First, Middle initial, and Last name, suffix (if applicable), date of birth, race, and sex, select "Continue."
6. Type in credit card information and select "Submit."
7. All results will be provided at the conclusion of the electronic transaction. Be sure to save and print your record.

Once you have received the limited criminal history search results, you must submit the results via mail to:

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