



STATE OF INDIANA

Eric J. Holcomb, Governor

Peter L. Lacy, Commissioner

Driver Training School Licensing Application Checklist

The entire application must be completed in order to process your request. If all required documents are not submitted or information is incomplete, the application will be returned to you.

- ☐ **You must first complete and submit a Driver Training School Application – State Form 51567 electronically:** <https://secure.in.gov/apps/bmv/drivedred/license?execution=e2s1>

After submitting your online application, mail this checklist with the following documents to:

**Indiana Bureau of Motor Vehicles
Attention: Driver Education
100 North Senate Avenue, Room N481
Indianapolis, IN 46204**

- ☐ *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.
- ☐ Fingerprint-based full national criminal background check receipt for each of the school's owners dated within 90 days of the application. *The Driver Education department will receive the background check(s) from the Indiana State Police.* (Instructions attached below.)
- ☐ Copies of contracts or agreements with any person who conducts business with the school related to driver education courses.
- ☐ Schedule of all tuition, fees, and charges to be made by the school.
- ☐ Samples of student contracts and registration forms to be used by the school.
- ☐ Certificate of insurance demonstrating the minimum insurance coverage set forth in 140 IAC 4-1.5-2.
- ☐ A completed instructional standards worksheet(s) for each type of instruction provided. Classroom Curriculum Standards and the Behind the Wheel Curriculum Standards.
- ☐ \$100 license application fee. The fee for an amendment of a driver training school license is \$20 per location. 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).*

Does your driver training school request approval to conduct driving skills test examinations? If already approved, provide stamp #: _____

☐ Yes ☐ No

Contact Information

Print Name	Phone Number:	Email:
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*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.



An Equal Opportunity Employer

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.



Payment Information

Pay by:

☐ *Check or Money Order*

☐ *Credit Card*

Type of Card: ☐ ***MasterCard*** ☐ ***Visa***

Name of Cardholder <i>(last, first, middle initial or company name):</i>	
Account Number:	
Expiration Date <i>(mm/yyyy):</i>	
ZIP Code:	
Payment Amount:	\$ <u> </u> . <u>00</u>

☐ *I hereby authorize the Indiana Bureau of Motor Vehicles to charge the credit card indicated.*



Classroom Training Curriculum Standards

Driver Training School Name:			
Address (<i>number and street, city, ZIP</i>)			
<p>Instructions: Driver training schools shall provide a minimum of 30 hours of classroom training that includes the below standards in accordance with 140 IAC 4-4-1.1. Indicate the format for instruction (i.e. workbook, video, demonstration, etc.) and the source document (i.e. textbook name, PowerPoint author, name of video, etc.). Submit this form along with all other required documents for new and renewal driver training school licensing applications. Attach additional sheets if necessary.</p>			
	Standard	Format for Instruction	Source Document and Publication Date
1	Knowledge of Indiana motor vehicle statutes and administrative rules related to the operation of a motor vehicle.		
2	Railroad-highway grade crossing safety.		
3	Safe driving practices, including how to avoid drivers who display aggressive and unsafe behavior.		
4	Driving techniques for different types of roads and road surfaces and for safe driving near pedestrians, trains, and other vehicles, including, but not limited to, cars, trucks, bicycles, motorcycles, and motor driven cycles.		
5	Driver responsibility, including, but not limited to, automobile maintenance, insurance, use of safety belts and child restraints, passenger safety, and implied consent laws.		
6	Defensive driving practices and techniques.		
7	Accident reporting.		



Classroom Training Curriculum Standards

Standard		Format for Instruction	Source Document and Publication Date
8	Mental attitudes and physical characteristics as related to the operation of a motor vehicle.		
9	How driver use of alcohol, drugs, inhalants, or other substances affects driving ability.		
10	Distracted driving, including the consequences of using cell phones and other hand held devices while driving.		
11	Maintenance of a motor vehicle.		
12	Handling of driver emergencies.		
13	Driving skills, including, but not limited to, lane changing, lane positioning, signaling, merging, signage, highway markings, highway design features as they relate to safe driving, backing, and parallel parking.		
14	Procedure for participation in the organ donation program.		
<p><i>I swear or affirm that the above outline is an accurate representation of my driver training school classroom curriculum in accordance with the laws and rules of the state of Indiana. I understand making a false statement may result in the suspension or revocation of my driver training school license.</i></p>			
Owner Printed Name		Signature	Date (mm/dd/yyyy)



Behind-the-Wheel Driver Training Standards

Driver Training School		
Address (<i>number and street, city, ZIP</i>)		
Waiver Stamp Number (<i>if applicable</i>)		
Instructions: Driver training schools shall provide a minimum of six (6) hours of behind-the-wheel training that includes instruction on the following subjects in accordance with 140 IAC 4-4-1.2. Indicate the hour of behind-the-wheel instruction that each required standard is taught. <i>A student may not complete more than one (1) hour of behind-the-wheel training in a calendar day.</i> Submit this form along with all other required documents for new and renewal driver training school licensing applications.		
Standard		Hour Covered
1	Stopping	
2	Starting	
3	Shifting	
4	Lane changing	
5	Lane positioning	
6	Merging	
7	Signaling	
8	Backing	
9	Parallel parking	
10	Steering	
11	School zones	
12	Speed zones	
13	Intersections	
14	General driving behavior	
15	Dual lanes and multi-lanes	
16	Railroad-highway grade crossing safety	
17	Managing space around the vehicle by adjusting speed and position to avoid conflicts and reduce risk	
18	Sharing the road with other vehicles with special emphasis on motorcycles, bicycles, and large trucks	
19	Distracted driving	
<i>I swear or affirm that the above outline is an accurate representation of my driver training school behind-the-wheel driver training standards in accordance with the laws and rules of the state of Indiana. I understand making a false statement may result in the suspension or revocation of my driver training school license.</i>		
Owner Printed Name		Signature
		Date (mm/dd/yyyy)