



## TRAFFIC SAFETY DIVISION APPLICATION FOR

## DRIVER EDUCATION SCHOOL RENEWAL LICENSE

### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before completing this application please review the Rules and Regulations pertaining to licensing, NMAC 18.20.3, at: <http://transportation.unm.edu/assets/2009-DRED-18.20.3.pdf>. Your signature below will verify that you have taken this action.

- complete this application on your computer by using the TAB key or mouse to advance between fields and then print it out, **or** by typing, **or** by printing legibly in black ink
- provide all information requested in Sections 1 to 4 of the application form
- include copies of all the required documents listed in Section 5 of the application form
- initial each statement in Section 6 of the application form
- sign and date the application in Section 7 of the application form
- submit a check made payable to *Traffic Safety Division* in the amount of
  - \$400.00 for the main school site *plus*
  - \$35.00 for each extension site *plus*
  - a \$25.00 late fee if the application is postmarked on or after June 1st
- make a copy of the completed application and required documents for your records
- mail original documents to:

**Transportation Safety Center – Licensing Section  
UNM Continuing Education  
MSC07 4030  
1 University of New Mexico  
Albuquerque, NM 87131-0001**

If you have any questions concerning this application or any of the forms, please contact:

- The Transportation Safety Center (TSC) by telephone at (505) 277-0961 or by fax at (505)277-8975.

## WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?

The Transportation Safety Center (TSC), on behalf of the Traffic Safety Division (TSD), will review your application within 15 days to determine *if* it is complete. Applications will be reviewed in the order in which they are received. ***Applications will not be considered complete until TSC receives all required documents, including the MVD and DPS reports.***

If the application is ***not*** complete, the TSC will contact you regarding the missing information or documents. If the TSC does not receive the missing information or documents by June 30, your license will expire.

If your license expires, you may submit a complete application for Driver Education School Original License at any time.

If the TSD approves your application, the TSC will issue your Driver Education School license on behalf of the Traffic Safety Division.

**NO PERSON MAY CONTINUE TO OPERATE A DRIVER EDUCATION SCHOOL AFTER JUNE 30th OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVER EDUCATION SCHOOL LICENSE FOR THE FISCAL YEAR COMMENCING JULY 1st.**

➤ ***PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.***

## APPLICATION FOR RENEWAL DRIVER EDUCATION SCHOOL LICENSE

### Section 1 – Driver Education School Information

School Name (as it appears on business license)		
School Physical Address Street Address, City, State, Zip Code		
School Mailing Address (if different from physical address) Street Address, City, State, Zip Code		
Toll-Free Telephone Number		
Local Telephone Number(s)		
Fax Number		
E-mail Address		
Do you have Internet access?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Web Address (if applicable)		
Name of School Owner/Operator: (responsible for compliance with state law)		
Name(s) that appear on business license:		
Address of owner/operator:		
Telephone number of owner/operator:		
Email address of owner/operator:		
I am also filing a separate application to renew my Instructor's certificate	<input type="checkbox"/> yes	<input type="checkbox"/> no
Our school provides range driving (list location where conducted)	<input type="checkbox"/> yes	<input type="checkbox"/> no

### Section 2 – List of Extension Sites

Site ID	City	Street Address	Telephone
Site A			
Site B			
Site C			
Site D			
Site E			
Site F			

### Section 3 – List of Instructors

	Name	Telephone	Will teach:		Site ID*
			Classroom	Behind the Wheel	
1			<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	
6			<input type="checkbox"/>	<input type="checkbox"/>	
7			<input type="checkbox"/>	<input type="checkbox"/>	
8					
9					
10					

\* use M for the main site or the site ID letter from section 2 above for extension sites

### Section 4 – List of Vehicles Used for Behind-the-Wheel Driving Instruction

	Year	Make	Model	Color	Vehicle License Plate Number	Site ID*	Current Mileage
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

\* use M for the main site or the site ID letter from section 2 above for extension sites

### Section 5 – Required Documents

Please submit the following documents with this application:

- A completed Request for MVD Limited Driving History form available at <http://transportation.unm.edu/licensing/forms/> so that the TSC can obtain the applicant's limited driving history directly. The applicant's original signature is required (if the applicant has submitted an MVD request form with an instructor's certificate application, the applicant does not need to submit it with this application);

- A completed Authorization for Release of Information by DPS form available at <http://transportation.unm.edu/licensing/forms/> so that the TSC can obtain the applicant's state criminal background check directly. The applicant's original signature is required. ***This form must be notarized and accompanied by a check for \$15.00 made payable to the Department of Public Safety*** (if the applicant has submitted an MVD request form with an instructor's certificate application, the applicant does not need to submit it with this application);
- If you have ever been convicted of or pleaded guilty or no contest to a misdemeanor, traffic misdemeanor or felony, a separate sheet and supporting documentation explaining why each such conviction or plea should not disqualify you from obtaining a license under paragraph 18.20.3.10 A;
- A certificate of insurance that meets the requirements of subsection 18.20.3.13D of the rule;
- A surety bond that meets the requirements of paragraph 18.20.3.10B(4) of the rule;
- A copy of the Certificate of Maximum Occupant Load issued by the state or local Fire Marshal stating the maximum occupancy allowed by the fire code for each room used for instruction at a main or extension site;
- A schedule of fees applicable to students who enroll in the program;
- A copy of the Business License for main site (and extension sites located in a different city);
- NM GRT (EIN) identification number;
- A copy of the written refund policy and written reschedule policy issued to each student upon enrollment; and
- A copy of:
  - curriculum (if updated since last years' review)
  - outline of course
  - handouts
  - list of videos
  - student report form that complies with subsection 18.20.3.15D of the rule
  - driving log form that complies with paragraph 18.20.3.13E(2)
  - 50 final examination questions with answer key that comply with subsection 18.20.3.12K of the rule.

## Section 6 – Sworn Statements

By my initials beside each statement, I, \_\_\_\_\_, d/b/a/ \_\_\_\_\_, certify that:

\_\_\_\_\_ I have obtained a copy of, have read, and agree to comply with the requirements of, 18.20.3 NMAC, Driver Education Schools, the rule adopted by the Traffic Safety Division regarding Driver Education Schools.

\_\_\_\_\_ All statements sworn to in the original application are still in full force and effect.

\_\_\_\_\_ I continue to be the person responsible for this school's compliance with all laws and regulations.

\_\_\_\_\_ I understand that as the owner of the applicant school I am the person responsible for complying with all the school's obligations and responsibilities under New Mexico statutes and regulations;

\_\_\_\_\_ I will understand that ownership of the school cannot be transferred to any individual;

\_\_\_\_\_ I have submitted all required reports to the Transportation Safety Center, Licensing Section.

\_\_\_\_\_ The Driver Education School main site and extension sites I operate meet the accessibility requirements of the Americans with Disabilities Act.

\_\_\_\_\_ The persons who will serve as Driver Education Instructors meet the requirements of the rule.

\_\_\_\_\_ I am in compliance with the Parental Responsibility Act, NMSA 1978, Section 40-5A-1 et seq. regarding paternity or child support proceedings and understand that failure to comply with this Act will result in denial of my application or revocation or suspension of my license.

\_\_\_\_\_ If I have not received my renewal license by July 1st, I will cease to operate the main site and all extension sites of this Driver Education School until I have received a renewal license from the Traffic Safety Division.

## Section 7 – Signature and Date

By my signature below, I certify, under penalty of perjury, that the information given in this application and all accompanying documents is true to the best of my knowledge and ability.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Please note that TSD requires an original application for processing. Copies will not be accepted. Please make a copy of this application for your records and submit an original.