



TRAFFIC SAFETY DIVISION APPLICATION FOR

DRIVING SAFETY 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/licensing/driving-safety-schools/>. 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 3 of the application form
- include copies of all the required documents listed in Section 4 of the application form
- initial each statement in Section 5 of the application form
- sign and date the application in Section 6 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 October 1st
- make a copy of the completed application and required documents for your records
- mail all 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:

- Traffic Safety Center by telephone at (505)277-8770 **or** the Licensing Section 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 TSC does not receive the missing information or documents by October 31, your license will expire and the TSD will issue a notice to cease and desist operating as a driving safety school

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

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

NO PERSON MAY CONTINUE TO OPERATE A DRIVING SAFETY SCHOOL AFTER OCTOBER 31st OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVING SAFETY SCHOOL LICENSE FOR THE LICENSING YEAR COMMENCING NOVEMBER 1st.

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

APPLICATION FOR DRIVING SAFETY SCHOOL RENEWAL LICENSE

Section 1 – Driving Safety 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		
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 (attach copy):		
Address of owner/operator:		
Telephone number of owner/operator:		
Email address of owner/operator:		
Specials:	<input type="checkbox"/> 6 hr. Course <input type="checkbox"/> 8 hr. Course <input type="checkbox"/> Aggressive Driving <input type="checkbox"/> Other _____ <small>(Note: separate curriculum must be submitted for approval to teach areas.)</small>	
I am also filing a separate application to renew my Instructor's certificate	<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			
Site G			
Site H			

Section 3 – List of Instructors

	Name	Telephone	Site ID*
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* use M for the main site or the site ID letter from section 3 above for extension sites

Section 4 – Required Documents

Please submit the following documents with this application:

- A completed Request for NM MVD Limited Driving History form available at <http://transportation.unm.edu/assets/MVD-school.pdf> 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) (*non-NM residents: must additionally provide a motor vehicle history for each state the applicant held a license*);
- A completed Authorization for Release of Information by DPS form available at <http://transportation.unm.edu/assets/DPS.doc> 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) (*non-NM residents: must additionally provide a criminal background check for each state in which the applicant resided*);
- 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 surety bond that meets the requirements of paragraph 18.20.8.9 B(3) of the rule;

- For each extension site or classroom to be used**, 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;
- A schedule of fees applicable to students who enroll in the program; and
- A copy of the written refund and written rescheduling policy issued to each student upon enrollment;
- A copy of the proposed:
 - curriculum
 - handouts
 - list of videos
 - student report form that complies with subsection 18.20.8.10 B(b) of the rule
 - final examination questions that comply with subsection 18.20.8.8 C(6) of the rule

Section 5 – 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, 18.20.8 NMAC, Driver Safety Schools, the rule adopted by the Traffic Safety Division regarding Driver Safety 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 have submitted all required reports to the Transportation Safety Center, Licensing Section.

_____ I will not transfer the ownership of the school to any person;

_____ I have submitted all required reports to the Transportation Safety Center, Licensing Section;

_____ The Driving Safety School main site and extension sites I operate meet the accessibility requirements of the Americans with Disabilities Act;

_____ The persons who will serve as Driving Safety 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 November 1st, I will cease to operate the main site and all extension sites of this Driving Safety School until I have received a renewal license from the Traffic Safety Division.

Section 6 – 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.