**Instructions for Completing the Variance Request Letter and the Accompanying Affidavit**

* Pursuant to Driving Safety School Rule 18.20.8.20, both a Request for Variance and an Affidavit in support are required to be submitted.
* For both the Request and the Affidavit, wherever there is *italicized text* in the following form Request and Affidavit, delete that text and replace it with the specific information requested.

* Regarding the Affidavit, the person signing it must have the authority to bind the School and that person’s signature must be placed on the affidavit **only in the actual presence of** the Notary Public.

* Make copies of both the Request letter and Affidavit for your School’s records and mail the originals of those documents to Licensing.
* If you need assistance or have questions, either email the Licensing Section: tscdriverprograms@unm.edu or call: 505-328-9338.

*Date*

University of New Mexico

Transportation Safety Center

4400 Alameda Blvd NE

Suite A

Albuquerque, NM 87113

**Re: Variance Request Regarding Health Certificate, Continued Education, and DPS Release Form**

Dear Licensing Staff:

Pursuant to Driving Safety Schools (DSS) Rule 18.20.8.20, *Name of School* submits this request for a variance from DSS Rule 18.20.8.17A and 18.20.8.17B pertaining to submitting a health certificate, DPS release forms, and documentation of continuing education in order to renew certification.

Specifically, *Name of School* is requesting an exemption from submitting a health certificate, DPS release forms, and documentation of continuing education for the following Driving Safety instructors who have completed Driver Education renewal applications for the current licensing year: *Names of Instructors*

The situation necessitating this variance request is the fact that, pursuant to a prior variance request changing the DSS renewal date from July 1 to November 1, DSS providers who are also DRED (driver education) providers have already submitted the foregoing documentation for the July 1 renewal date. Thus, dual providers must currently file renewal applications with the same supporting documentation on two separate dates.

Granting the variance request will not impact the applicability of the DSS Rule. Rather, the purposes of the DSS Rule and the statutory Driving School Licensing Act will still be met and adhered to by *Name of School*. However, the public’s interest will be better served since the DSS instructors will not have to duplicate efforts resulting in greater efficiency and cost-savings for both the providers and the State of New Mexico.

Pursuant to DSS Rule 18.20.8.20C, this variance request is accompanied by a signed affidavit in support. Please contact me at your convenience if you have questions. *Name of School* thanks you for your consideration of its variance request.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Owner/Operator's Name*

**AFFIDAVIT**

I, *Name of Owner/Operator*, of *Name of School*, located at *School's full address*, hereby state and

affirm the following under penalty of perjury:

1. I have authority to speak on behalf of and bind the *Name of School* given my position as *Job Title*;

2. I have reviewed the contents of the Request for Variance, along with the administrative rule for Driver Safety Schools, and affirm that the contents of the Request are true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Full Name*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Date*

(For Notary Public Only)

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Subscribed and sworn to me on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_

 (Seal)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.