AUTHORIZED SIGNATURE LIST
Pre-licensing Course

Instructions: *Refer to Part 7.8 of the Commissioner's Regulations. All driving schools must complete this form and send it to the Department of Motor Vehicles when applying for an original driving school license, renewing an existing license, and anytime there is a change in the personnel who are authorized to sign in the categories listed below.*

Print Name and Address of Business/School/Organization Here

PLEASE CHECK ONE
☐ Original
☐ Renewal
☐ Amended

County _____ Phone _____ Check One: ☐ Driving School ☐ Other

In **Section A** below, list **all** individuals who are authorized to sign. If you are filing an amended form, list in Section A only those new individuals who are requesting approval to sign. List deletions in Section B.

List individuals **authorized** to:
- request Pre-licensing Course Completion Certificates (MV-278).
- issue Pre-licensing Course Completion Certificates.
- sign duplicate certificates.

NOTE: Only classroom-endorsed instructors who teach the course may issue MV-278 certificates. Only owners, classroom-endorsed instructors, a director of continuing education, or a school principal can be authorized to sign duplicate certificates.

Put a (✓) mark in the appropriate box(es) next to each signature.

A.

Print Name	Title	Signature	Request Books	Issue Certificates	Sign Duplicate

In **Section B**, list all individuals whose names should be **removed** from the Authorized Signature List that is on file with DMV.

B.

Print Name	Title	Request Books	Issue Certificates	Sign Duplicate

IMPORTANT: This form must be signed below by the chief school officer or owner.

(Date) (Print Name) (Signature) (Title)

Send completed form to: Department of Motor Vehicles
Driver Program Regulation
Driver Training Unit
6 Empire State Plaza, Room 412
Albany NY 12228

FOR OFFICE USE
Request approved by _____
Office _____
Date _____

MV-278.6 (6/07)

reset/clear