



DRIVING SCHOOL LICENSE APPLICATION

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DMV USE ONLY table with columns for APPLICATION and LICENSE, including fields for No., Date Received, Fee Amount, and Expiration Date.

Please check the appropriate box below and refer to "What Is Needed" on page 4.

Application Fee Schedule
All fees are payable to
"The Commissioner of Motor Vehicles"

Table listing application types and fees: Original license application* (\$50.00), Branch license application* (No fee), Change of ownership* (\$50.00), Add Partner(s) or Person(s) to business (No fee), Change of address (No fee), Change of business name (No fee), Incorporating (No fee).

* If your application for an original license or change of ownership is approved, you must pay a license fee of not more than \$100 for a two-year license. If your application for a branch license is approved, the fee is \$1.50 per year. The fees are payable to Commissioner of Motor Vehicles.

- READ DMV COMMISSIONER'S REGULATIONS PART 76 AND VEHICLE AND TRAFFIC LAW SECTION 394 BEFORE FILLING IN THIS FORM.
• Print clearly or type.

Name of Driving School Business Phone Number

Address of Main Office

Address of Branch Office Business Phone Number

Contact Person - What is the name and phone number of the person to whom we should send all information?

Last Name First Title Home Phone Number

Business Principals - Provide the name and address of all owners, partners, corporate officers, major shareholders (20% or more of shares) and managers. If you need more space, please use page 4. You must send us a Personal History (form MV-521.1) for each person listed.

Table for Business Principals with columns: NAME, SOCIAL SECURITY NO., HOME ADDRESS. Includes checkboxes for Sole Proprietorship, Partnership, Corporation, and Other.

NOTE: Pursuant to Section 5 of the New York State Tax Law, businesses regulated by the Department of Motor Vehicles are required to provide, upon request, Social Security Numbers and Federal Employer ID Numbers to the Department of Taxation and Finance for tax administration purposes.

NAME OF DRIVING SCHOOL: _____

Qualified Instructor – To be licensed, a driving school must employ at least one instructor who has a currently valid Driving School Instructor Certificate (form MV-524) and at least 1,000 hours of behind-the-wheel instruction. In the space below, provide the information pertaining to this instructor; also attach proof of the 1,000 hours of instruction.

Name	Address	Instructor's Certificate Number	Total No. of Hours Teaching In-Car Instruction

Power of Attorney - Give the following information about all persons who have power of attorney for your driving school. Please include a copy of the Power of Attorney form with your application.

Name	Address (include apartment number)	Title

Questions

If you answer "Yes" to questions 1 or 2, explain on page 3.

CHECK ONE
YES NO

1. Have any of the owners, partners, corporate officers, managers or major stockholders ever operated a driving school? YES NO
2. Have any of the owners, partners, corporate officers, managers or major stockholders ever been convicted of a felony or crime involving violence, dishonesty, deceit, indecency, degeneracy or moral turpitude? YES NO
3. Will you be offering a Prelicensing Course? (If "Yes," complete a Prelicensing Application, forms MV-278.6 and MV-279) YES NO
4. Will your school offer Private Service Bureau services? (If "YES", list all services and fees below and attach a draft copy of your PSB receipt.) YES NO
5. Does your school offer a Point Insurance Reduction Program? YES NO
If "yes", provide the sponsor's name: _____
6. What type(s) of vehicle(s) will you use for instruction? Auto Bus Motorcycle Tractor-Trailer Truck

Services Offered - Provide the fee and duration of each lesson in the appropriate boxes next to the services that will be available at your school.

Services	Fee (per lesson)	Duration of each lesson	Services	Fee (per lesson)	Duration of each lesson
Driver training in school car	\$		Driver training and road test in student's car	\$	
Driver training and road test in school car	\$		Road test in student's car	\$	
Road test in school car	\$		Prelicensing course	\$	
Driver training in student's car	\$		Other classroom training	\$	

As a condition for the issuance and the continued validity of a driving school license, the individuals signing this application agree to the following conditions:

- ♦ to comply with all of the provisions of the New York State Vehicle and Traffic Law and the Commissioner's Rules and Regulations relating to driving schools and Private Service Bureaus.
- ♦ to comply with all state laws and regulations, and all municipal ordinances and regulations relating to public health and public safety for the school and business facility.
- ♦ to employ (or otherwise make use of) only instructors who have been properly certified by the State of New York to instruct at the applicant's school.

NAME OF DRIVING SCHOOL: _____

Additional Information (please identify the section name and/or question number related to the additional information you are providing).

To knowingly make a false statement in this application is a misdemeanor punishable under Section 210.45 of the Penal code, and may result in the revocation of your driving school license. **Making a false statement in this application or in any proof or statements in writing in connection with it, or deceiving or substituting in connection with this application is a misdemeanor under Section 392 of the Vehicle and Traffic Law, and may also result in the revocation or suspension of your driving school license.**

Signature of Owner or Corporate Officer ▶	Title	Date	Signature of Owner or Corporate Officer ▶	Title	Date
Signature of Owner or Corporate Officer ▶	Title	Date	Signature of Owner or Corporate Officer ▶	Title	Date
Signature of Owner or Corporate Officer ▶	Title	Date	Signature of Owner or Corporate Officer ▶	Title	Date

Application Prepared by			
_____	_____	_____	_____
Print Name	Signature	Title	Date

NOTE: If you are applying for a license to open a driving school or a branch office, or to change your ownership or address, this application package is the first part of a two-part process. After your application and supporting documents are received and accepted (see page 2 of form MV-299.2), a Motor Vehicles License Examiner will visit your driving school/branch premises to complete the application process.

Send this form and all papers required to complete your application package to:

NYS Department of Motor Vehicles
Bureau of Driver Training Programs
Certification & Oversight Unit, Room 412
6 Empire State Plaza
Albany NY 12228

NAME OF DRIVING SCHOOL:

WHAT IS NEEDED: Each section below lists the documents you must return with this form to complete your application package. Find the section that applies to the action you want to take. Submit the documents listed in that section with this completed form.

TO OPEN A DRIVING SCHOOL:

1. A check or money order for \$50 (nonrefundable)
2. A certified copy of the Business Certificate (Individual X-201 or Partnership X-74) or a filing receipt for Certificate of Incorporation with the minutes of the corporate meeting.
3. Personal History Form (MV-521.1) for each owner, partner and manager
4. List of Driving School Vehicles (MV-527) and proof of appropriate insurance coverage for each vehicle
5. A draft copy of the business receipt the school will use
6. A draft copy of the contract between the school and its customers, if used
7. A draft copy of a Private Service Bureau (PSB) receipt, if you plan to operate a PSB
8. Proof of Workers' Compensation (C-105.2 or U-26.3) and Disability Benefits Insurance (DB-120.1) or Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (CE-200)
9. Proof of the required 1,000 hours of behind-the-wheel instruction
10. Application for Instructor's Certificate (MV-523) for each instructor

TO ADD PARTNER(S) OR PERSON(S) TO BUSINESS:

1. Personal History Form (MV-521.1) for each new partner or person
2. Certified copy of amended Business Certificate, or minutes of a corporate meeting

TO CHANGE ADDRESS OR BUSINESS NAME:

1. A draft of amended business receipt
2. A draft of amended contract, if used
3. Certified copy of either an amended Business Certificate (T-224) on file with County Clerk, or a copy of amended Certificate of Incorporation (R-377)
4. A draft of Private Service Bureau (PSB) receipt, if you plan to operate a PSB

TO INCORPORATE:

1. A draft of amended business receipt
2. A draft of amended contract, if used
3. Copy of state filing receipt for Certificate of Incorporation with the minutes of the corporate meeting
4. A draft of Private Service Bureau (PSB) receipt, if you plan to operate a PSB

TO OPEN A BRANCH:

1. Personal History Form (MV-521.1) for each owner, partner and manager
2. List of Driving School Vehicles (MV-527) and proof of appropriate insurance for each vehicle
3. A draft business receipt
4. A draft contract, if used
5. Certified copy of either an amended Business Certificate (T-224) on file with County Clerk, or a copy of amended Certificate of Incorporation (R-377)
6. Proof of Workers' Compensation (C-105.2 or U-26.3) and Disability Benefits Insurance (DB-120.1) or Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (CE-200)

TO CHANGE OWNERSHIP:

1. A check or money order for \$50 (nonrefundable)
2. A letter from licensee explaining the change of ownership
3. Certified copy of Business Certificate for new owner or partner or Certificate of Incorporation
4. A certified copy of a Certificate of Discontinuance (T-341 Individual or T-176 Partners) or a filing receipt for Dissolution of Incorporation or Certificate of Change
5. Personal History Form (MV-521.1) for each new owner, partner and manager
6. List of Driving School Vehicles (MV-527) and proof of appropriate insurance coverage for each vehicle
7. Copy of Certificate of Insurance for all driving school vehicles
8. Proof of Workers' Compensation (C-105.2 or U-26.3) and Disability Benefits Insurance (DB-120.1) or Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (CE-200)
9. Proof of the required 1,000 hours of behind-the-wheel instruction
10. Application for Instructor's Certificate (MV-523) for each instructor
11. A draft of business receipt
12. A draft of contract, if used
13. A draft of Private Service Bureau (PSB) receipt, if applicable

