

Application to Convert Out-of-State Driver Education Certificate



Registry of Motor Vehicles
Driver's Education Department
P.O. Box 55889
Boston, Massachusetts, 02205-5889



Complete this application to convert your out-of-state Driver's Education Certificate to a Massachusetts Driver's Education Certificate. If your state-issued out-of-state Driver's Education Certificate indicates at least 30 hours of live classroom training, 12 hours behind-the-wheel training, and 6 hours of in-car observation, your application will be approved and a Massachusetts Driver's Education Certificate will be mailed to you within 10 days. If your application is not approved, the \$15.00 fee will be returned to you.

If your out-of-state certificate was not issued by a state agency, you must provide documentation on state letterhead from the appropriate agency indicating that a recognized driver education program issued the certificate and listing the minimum requirements for successful completion of that program.

Before completing this application, please see the chart on the back.

Once you have received your Massachusetts Driver's Education Certificate *and* you have satisfied all other Junior Operator requirements (*as outlined in the Massachusetts Driver's Manual*), you can schedule a road test by calling the RMV Telephone Center at 617-351-4500.

TO BE COMPLETED BY APPLICANT: (please print legibly):

Name: _____ Telephone #: _____

Address: _____
Street Bldg / Apt

City State Zip Code

Massachusetts Permit #: _____ Date of Birth: _____

DRIVING SCHOOL INFORMATION:

School Name: _____ Telephone #: _____

City/Town: _____ State: _____

Date course was completed: _____

Applicant's signature: _____ Date: _____

For RMV Use Only

Cashier's #: _____ Issued By: _____

Date Issued: _____ Certificate #: _____

The chart below explains what you need to do to convert an out-of-state Driver's Education Certificate. Please read this chart before you complete the application.

If you have...	You need to...
No permit or license	<ol style="list-style-type: none"> 1. Visit an RMV branch. 2. Provide required ID documents, pay the permit fee, and get your photoimage and signature captured. 3. Take and pass the knowledge test. 4. Complete and mail this application to the address on the front. Be sure to include a check or money order payable to MassDOT for the amount of \$15.00 and a copy of your out-of-state Driver's Education Certificate.
Out-of-state permit	<ol style="list-style-type: none"> 1. Visit an RMV branch. 2. Provide required ID documents, pay the permit conversion fee, and get your photoimage and signature captured. 3. Complete and mail this application to the address on the front. Be sure to include a check or money order payable to MassDOT for the amount of \$15.00 and a copy of your out-of-state Driver's Education Certificate.
Out-of-state license and you are <u>under 18</u>	<ol style="list-style-type: none"> 1. Visit an RMV branch. 2. Provide required ID documents and get your photoimage and signature captured. 3. Complete and mail this application to the address on the front. Be sure to include a check or money order payable to MassDOT for the amount of \$15.00 and a copy of your out-of-state Driver's Education Certificate. 4. When you receive your certificate, return to an RMV branch. 5. Provide required ID documents and pay the license conversion fee.
Out-of-state license and you are <u>over 18</u>	<ol style="list-style-type: none"> 1. Visit an RMV branch. 2. Convert your license by providing the required ID documents, paying the license conversion fee, and getting your photoimage and signature captured. 3. Complete and mail this application to the address on the front. Be sure to include a check or money order payable to MassDOT for the amount of \$15.00 and a copy of your out-of-state Driver's Education Certificate.

Visit mass.gov/rmv for a list of branch locations and identification requirements.

Please note that copies of documents will not be returned.