



Registry of Motor Vehicles • Driver Licensing
P.O. Box 55889 • Boston, MA • 02205-5889

Driving Instructor Certification Application

IMPORTANT: This application must be typed or printed in ink, signed and dated. An incomplete application will be returned. Applicants must have a current, valid driver's license.

Fee - \$25 (Public High School Instructors exempt)
Initial Application Renewal Application
Check Appropriate Certificate Type
Professional Driving School Instructor Public High School Driving Instructor
CDL Driving School Instructor Driver Skills Development Program Instructor

Last Name: First Name: Middle:

DOB: License #:

SS#: Tel #:

Residential Address:

City/Town: State: Zip Code:

Mailing Address (if different from above):

Address:

City/Town: State: Zip Code:

Email Address:

Employer Information:

School Name: Telephone No:

Address:

City/Town: State: Zip Code:

Have you been charged or convicted of any crime, including motor vehicle violations? Yes No

If yes, provide details:

Are you currently or have you ever been employed with the Massachusetts Department of Transportation or Registry of Motor Vehicles Division? Yes No

Do you have any immediate family members (parents, spouse, children, brothers, sisters) employed with the Massachusetts Department of Transportation or Registry of Motor Vehicles? Yes No

False statements are punishable under M.G.L. chapter 90 section 24.

Applicant's Signature: Date:

(SEE REVERSE FOR ADDITIONAL REQUIRED DOCUMENTATION)

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(FOR OFFICE USE ONLY)

Date Received:

Batch Number: :

Date Received:

Batch Number: :

## **ADDITIONAL REQUIRED DOCUMENTATION**

The following documentation must be provided or your application will not be processed

### **Initial Application**

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#### ***All Applicants***

*If you are not a Massachusetts resident or if you have converted an out-of-state license within the last 5 years, you must provide the following:*

- Photocopy of your out-of-state driver's license.
- Original or certified driving record from your home or previous state of residence no more than 30 days old from the date of issue.
- Documentation of High School Diploma (or equivalent).

*If you are a **Professional Driving School Instructor**, please provide:*

- Documentation of successful completion of a 65 hour Driving Instructor Training Course.

*If you are a **Public High School Driving Instructor**, please provide:*

- Documentation of successful completion of a 65 hour Driving Instructor Training Course.
- Documentation from high school or school committee on official letterhead confirming current employment as a driving instructor.

*If you are a **CDL Driving School Instructor**, please provide:*

- Documentation of successful completion of a 65 hour Driving Instructor Training Course.
- Documentation of Dept. of Education authorization.

*If you are a **Driver Skills Development Program Instructor**, please provide:*

- Documentation of 1-year instructor experience at existing DSDP.
- Documentation of 1-year instructor experience at existing PDS and documentation of acquired skills necessary to instruct a DSDP.
- Documentation of successful completion of a DSDP Instructor Training Course.

### **Renewal Application**

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#### ***All Applicants***

*If you are not a Massachusetts resident you must provide the following:*

- Photocopy of your out-of-state driver's license.
- Original or certified driving record from your home or previous residence no more than 30 days old from the date of issue.

*If you are a **Public High School Driving Instructor**, please provide:*

- Documentation from high school or school committee on official letterhead confirming employment as a driving instructor.