



# Driving Instructor Certification Application

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

**Save time, go to [mass.gov/RMV](http://mass.gov/RMV) to apply online!**

**Instructions:** Mail this completed, signed, and dated application to the address above. An incomplete application will be returned.

An approved PDI Certification application shall be valid for two (2) years. If you do not complete certification within 2 years of approval, you will be required to submit a new application.

## A. Applicant Information

Last Name	First Name	Middle Name	Suffix
Date of Birth (MM/DD/YYYY)	Current Massachusetts Driver's License # (if applicable)	Out-of-State Driver's License # (if applicable)	Last 4 Digits of Social Security Number

Residential Address (Where you actually reside)

Street \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address  (same as above)

Street \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone Type  Cell  Home  Work Phone # \_\_\_\_\_

### Emergency Contact Information: (optional)

Email	Name	Phone Type <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	Phone #
-------	------	--	---------

### Employer Information (Enter the information of the Driving School you are employed by or will be employed by)

Employer Name	Employer Email	Phone #
Employer Address		
Street _____	City _____	State _____ Zip Code _____

## B. Service Type

1. Type:  Professional Driving School Instructor  CDL Instructor School  Public High School Driving Instructor  
 Driver Skills Development Instructor

2. Application Fees:  New Application \$25.00  Renewal Application \$25.00 (*Public High School Instructors exempt from fees*)

## C. Mandatory Questions

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

If yes, where? \_\_\_\_\_

## D. Applicant Signature

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**See reverse for additional required documentation**

## E. New Application Required Documentation (for first-time applicants)

All First-Time Applicants **MUST** submit all of the following with this application:

- **Driver Instructor Training Center (DITC) Certificate of Completion**
- Completed **Criminal Offender Record Information (CORI) Acknowledgment Form (included within this application)**
- High School Diploma or equivalent or College Diploma (photocopies accepted)

Additionally, if you have a **Standard Massachusetts Class D or M License issued after July 1, 2023**, you must provide proof of lawful presence (see Mass.Gov/ID).

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 state of residence no more than 30 days old from the date of issue
- Original criminal record check from your home state that is not older than 30 days

If you have **converted an out-of-state license within the last calendar year**, you must provide the following:

- Original or certified driving record from your home or previous state of residence no more than 30 days old from the date of issue
- Original criminal record check from your previous state that is not older than 30 days

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 Division of Professional Licensure

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

## F. Renewal Application Required Documentation

**ALL applicants** are required to complete and submit the **Criminal Offender Record Information (CORI) Acknowledgment Form within this application.**

Additionally, if you have a **Standard Massachusetts Class D or M License issued after July 1, 2023**, you must provide proof of lawful presence (see Mass.Gov/ID).

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 from the date of issue.
- Original criminal record check from your home state that is not older than 30 days.

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



# Criminal Offender Record Information (CORI) Acknowledgment Form

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 |



To be used by organizations conducting CORI checks for employment or licensing purposes.

The Massachusetts Registry of Motor Vehicles is registered under the provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to DCJIS. I hereby acknowledge and provide permission to the Massachusetts Registry of Motor Vehicles to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Massachusetts Registry of Motor Vehicles with written notice of my intent to withdraw consent to a CORI check.

I also understand, that the Massachusetts Registry of Motor Vehicles may conduct subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

---

*Signature of CORI Subject*

---

*Date*

## A. Applicant Information

Please complete this section using the information of the person whose CORI you are requesting. The fields marked with an asterisk (\*) are required.

*First Name		*Last Name		Middle Name	Suffix
Former Last Name #1			Former Last Name #2		
Former Last Name #3			Former Last Name #4		
*Date of Birth (MM/DD/YYYY)		Place of Birth		*Last <b>SIX</b> digits of Social Security Number (SSN)? <input type="checkbox"/> No SSN	
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Height (feet, inches)	Eye Color			Race
Driver's License of ID Number			State of Issue		
Father's Full Name			Mother's Full Name		
Current Address					
* Residential Address (Where you actually reside)					
Street		Apt. #	*City	*State	Zip Code

## B. Notarization Section – this section must be completed by a notary public

"On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, before me, the undersigned notary public, \_\_\_\_\_  
 (name of applicant) personally appeared, proved to me through satisfactory evidence of identification, which were  
 \_\_\_\_\_, to be the person who signed the preceding or attached document in my presence and who swore or  
 affirmed to me that the contents of the document are truthful and accurate to the best of (his) (her) knowledge and belief.

Seal of Notary Public

Notary Public Signature \_\_\_\_\_

Commonwealth of Massachusetts

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

Commission Expires: \_\_\_\_\_