



Application to Convert Out-of-State Driver Education Certificate

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

Complete this application to convert your out-of-state Driver's Education Certificate. **Your Driver's Education documentation must show that you have met or exceeded the Massachusetts minimum requirements of 30 hours of live classroom training, 12 hours behind-the-wheel training, 6 hours of in-car observation, and a two-hour parent/guardian class for your application to be approved.** If your out-of-state driver's education does not meet the Massachusetts requirements, your application **will not** be approved.

Please mail the out-of-state certificate listing program completion to the address above, along with a check/money order in the amount of \$15 payable to MassDOT. Your application will be reviewed by the Driver Education Department. If your application is not approved, the \$15.00 fee will be returned to you along with your documentation and a checklist of any outstanding requirements to be completed with a licensed Massachusetts Professional Driving school.

Below are acceptable documents to be mailed in with the Application to Convert Out-of-State Driver Education Certificate.

- Documentation on official letterhead from the appropriate out-of-state agency indicating that a recognized driver education program issued the certificate and lists the minimum requirements for successful completion of that program.
- If your out-of-state Driver Education Certificate was not issued by a state agency, please provide a certificate of completion on letterhead from the licensed driving school you attended, listing the requirements for successful completion of that program. Certificate must include name of Instructor, address and telephone number.

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

When the out-of-state Driver's Education Certificate has been converted to Massachusetts and you have satisfied all other Junior Operator requirements (as outlined in the Massachusetts Driver's Manual), you may schedule an appointment to visit an RMV Service Center to convert your out-of-state license or schedule a road test by calling the RMV's Contact Center at 857-368-8000 or by visiting Mass.Gov/RMV.

A. Applicant Information

Name		Phone Number	
Address			
Street Address	City	State	Zip Code
Massachusetts Learner's Permit or Driver's License #		Date of Birth (MM/DD/YYYY)	

B. Out-of-State Driving School Information

School Name		Phone Number	
Address			
Street Address	City	State	Zip Code
Date Course Was Completed (MM/DD/YYYY)			

Applicant's Signature: _____ Date: _____

For RMV Use Only	
RMV Clerk ID: _____	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 these instructions before completing your application.

If you have...	You need to...
No learner's permit	<ol style="list-style-type: none"> 1. Visit Mass.Gov/RMV to make an appointment at an RMV Service Center. 2. Provide required identification documents, pay the learner's permit fee, and get your photo image 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 your out-of-state Driver's Education documentation detailing full program completion equivalent to the Massachusetts requirement, with a check or money order in the amount of \$15 payable to MassDOT for processing. If your application is not approved, the \$15.00 fee will be returned to you along with all documentation sent and a checklist of outstanding requirements to be completed with a licensed Massachusetts Professional Driving School. 5. Once outstanding Driver's Education requirements are completed and your Driver's Education Certificate is recorded in the RMV system, you will be eligible to schedule a road test. (6 months with valid permit)
Out-of-state learner's permit	<ol style="list-style-type: none"> 1. Visit Mass.Gov/RMV to make an appointment at an RMV Service Center to convert your learner's permit. 2. Provide required identification documents, pay the learner's permit conversion fee, and get your photo image and signature captured. 3. Complete and mail this application to the address on the front. Be sure to include your out-of-state Driver's Education documentation detailing full program completion equivalent to the Massachusetts requirement, with a check or money order in the amount of \$15 payable to MassDOT for processing. If your application is not approved, the \$15.00 fee will be returned to you along with all documentation sent and a checklist of outstanding requirements to be completed with a licensed Massachusetts Professional Driving School. 4. Once outstanding Driver's Education requirements are completed and your Driver's Education Certificate is recorded in the RMV system, you will be eligible to schedule a road test. (6 months with valid permit)
Out-of-state driver's license and you are UNDER 18	<ol style="list-style-type: none"> 1. Visit Mass.Gov/RMV to make an appointment at an RMV Service Center. 2. Provide required identification documents and get your photo image and signature captured. 3. Complete and mail this application to the address on the front. Be sure to include your out-of-state Driver's Education documentation detailing full program completion equivalent to the Massachusetts requirement, with a check or money order in the amount of \$15 payable to MassDOT for processing. If your application is not approved, the \$15.00 fee will be returned to you along with all documentation sent and a checklist of outstanding requirements to be completed with a licensed Massachusetts Professional Driving School. 4. Once outstanding Driver's Education requirements are completed and your Driver's Education Certificate is recorded in the RMV system, return to an RMV Service Center. 5. Provide required identification documents and pay the driver's license conversion fee.
Out-of-state driver's license and you are OVER 18	<ol style="list-style-type: none"> 1. Visit Mass.Gov/RMV to make an appointment at an RMV Service Center. 2. Convert your out-of-state driver's license by providing the required identification documents, paying the driver's license conversion fee, and getting your photo image and signature captured. 3. Complete and mail this application to the address on the front. Be sure to include your out-of-state Driver's Education documentation detailing full program completion equivalent to the Massachusetts requirement, with a check or money order in the amount of \$15 payable to MassDOT for processing. If your application is not approved, the \$15.00 fee will be returned to you along with all documentation sent and a checklist of outstanding requirements to be completed with a licensed Massachusetts Professional Driving School. 4. Once outstanding Driver's Education requirements are completed, your Driver's Education Certificate will be recorded in the RMV system. Note: The two-hour parent/guardian class is optional for applicants over the age of 18.

Visit Mass.Gov/RMV for a list of RMV Service Centers and identification requirements.

Please note that copies of documents will not be returned.