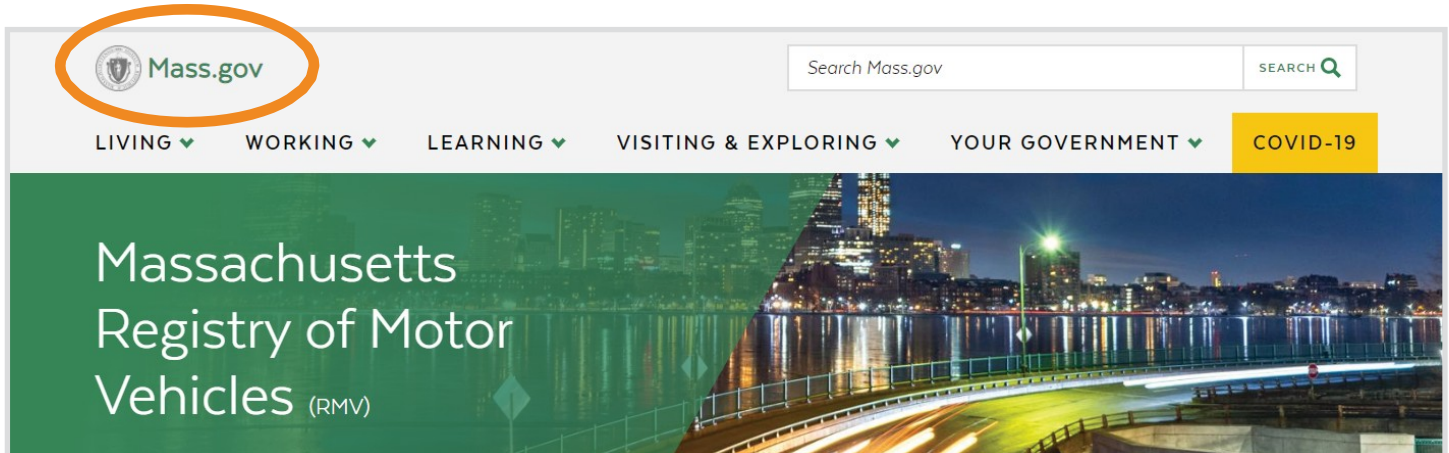


## Submitting a School Bus and School Pupil (7D) Application and Renewal Application Online

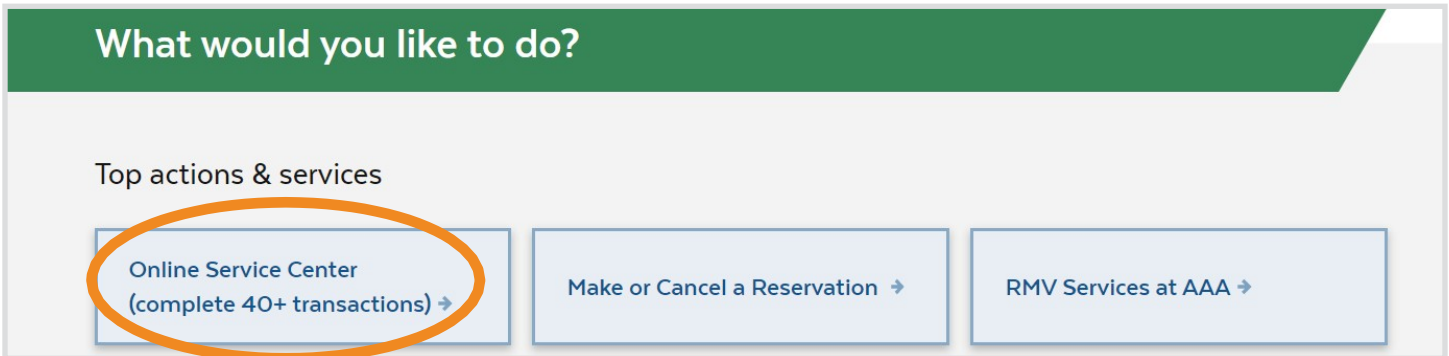
Beginning August 1, 2020, the RMV will only accept School Bus and 7D applications and renewals online. Paper applications will no longer be accepted.

The following instructions will help guide you through the new application submission process. Let's get started.

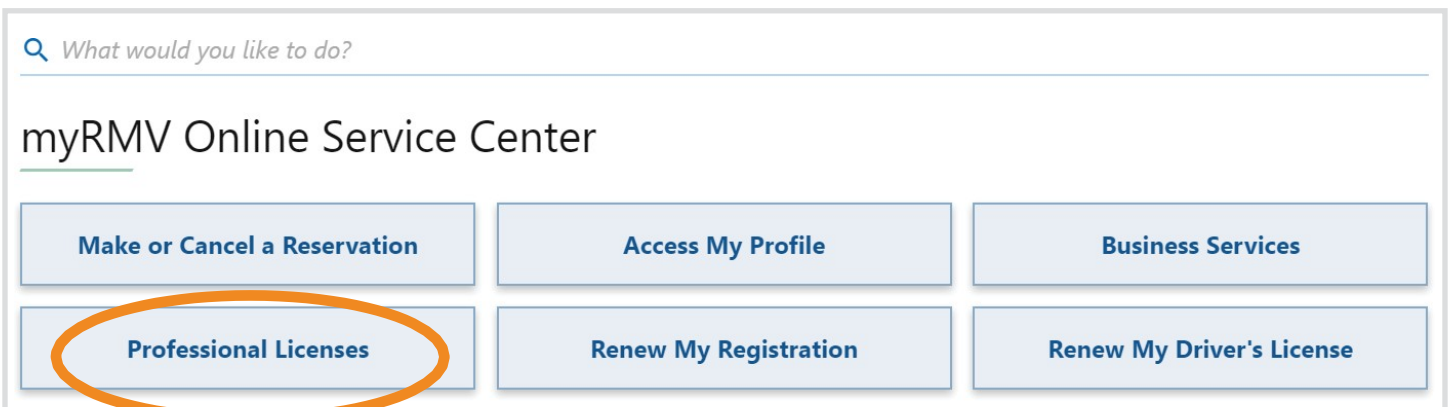
1. Go to RMV's homepage, Mass.Gov/RMV.



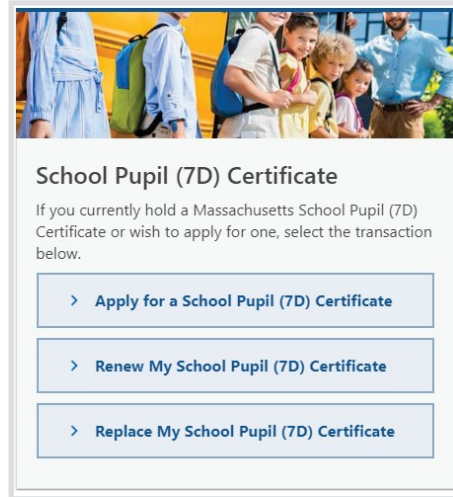
2. Scroll down the page and click the "Online Service Center" button.



3. Click the "Professional Licenses" button.



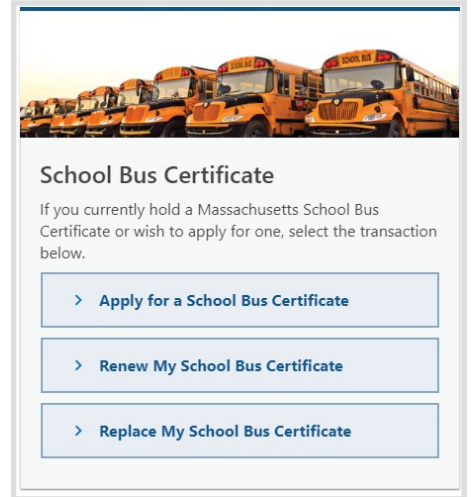
4. Select the appropriate transaction from the School Pupil (7D) Certificate or School Bus Certificate menu.



**School Pupil (7D) Certificate**

If you currently hold a Massachusetts School Pupil (7D) Certificate or wish to apply for one, select the transaction below.

- > Apply for a School Pupil (7D) Certificate
- > Renew My School Pupil (7D) Certificate
- > Replace My School Pupil (7D) Certificate

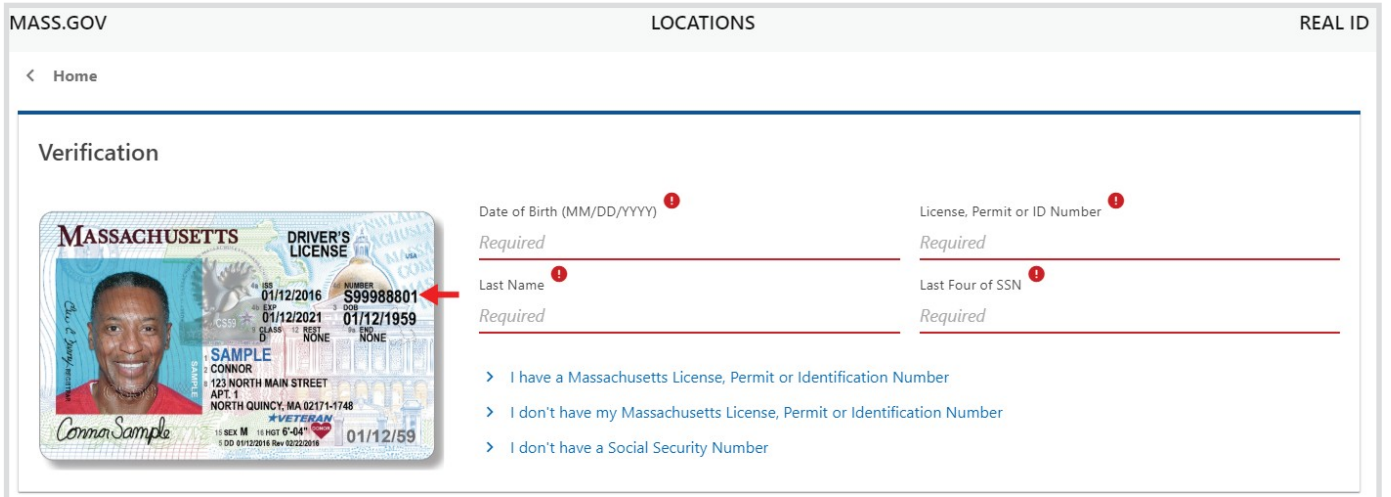


**School Bus Certificate**

If you currently hold a Massachusetts School Bus Certificate or wish to apply for one, select the transaction below.

- > Apply for a School Bus Certificate
- > Renew My School Bus Certificate
- > Replace My School Bus Certificate

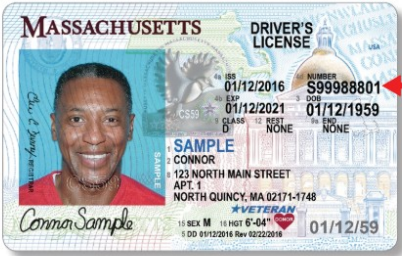
5. Verify your account by entering your date of birth, license number, last name, and the last four digits of your Social Security number.



MASS.GOV LOCATIONS REAL ID

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**Verification**



MASSACHUSETTS DRIVER'S LICENSE

ISS 01/12/2016 EXPIRES 01/12/2021 NUMBER S99988801

SAMPLE CONNOR

123 NORTH MAIN STREET APT. 1 NORTH QUINCY, MA 02211-1748

SEX M HT 5'-04" DOB 01/12/1959

Date of Birth (MM/DD/YYYY) <sup>1</sup>  
Required

License, Permit or ID Number <sup>1</sup>  
Required

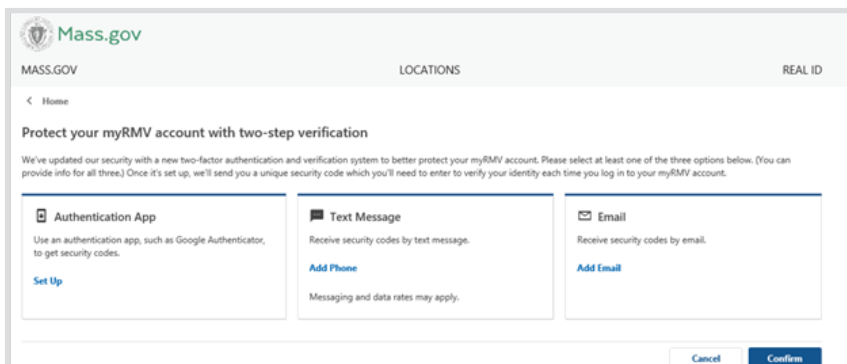
Last Name <sup>1</sup>  
Required

Last Four of SSN <sup>1</sup>  
Required

- > I have a Massachusetts License, Permit or Identification Number
- > I don't have my Massachusetts License, Permit or Identification Number
- > I don't have a Social Security Number

6. For security purposes, the RMV requires “two-factor authentication” to ensure that anyone accessing their myRMV account verifies their identity.

You must “authenticate” your identity by selecting a verification process in which the RMV will send you an authentication code. You can use email, text message, and/or a third-party authentication app. Once you set up preferred method(s), you will enter a code provided to you each time you log in.



Mass.gov

MASS.GOV LOCATIONS REAL ID

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**Protect your myRMV account with two-step verification**

We've updated our security with a new two-factor authentication and verification system to better protect your myRMV account. Please select at least one of the three options below. (You can provide info for all three.) Once it's set up, we'll send you a unique security code which you'll need to enter to verify your identity each time you log in to your myRMV account.

**Authentication App**

Use an authentication app, such as Google Authenticator, to get security codes.

[Set Up](#)

**Text Message**

Receive security codes by text message.

[Add Phone](#)

Messaging and data rates may apply.

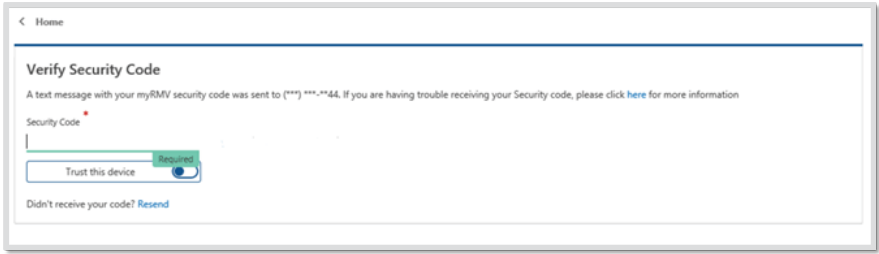
**Email**

Receive security codes by email.

[Add Email](#)

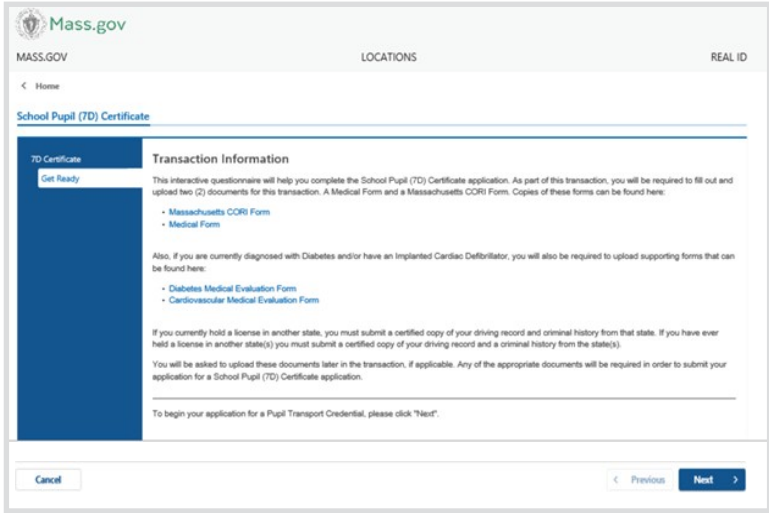
Cancel **Confirm**

7. Enter the security code you received through an email, text message, or by a third-party authentication app.



If you are having trouble authenticating or receiving your code, please call the RMV Contact Center at 857-368-8000.

8. Answer the required questions on the next several pages about your address, driver's license, contact and employer information, as well as medical, training, and CORI documentation.



9. Organize your documents, ensure all forms are completed and signed where required, and get ready to upload and submit your application to the RMV.

If your documents are not in an electronic format, you will need to scan them; a scanner is preferred versus submitting documents using a cell phone.

- 7D applicants are required to upload the following documents:
  - Medical
  - CORI Authorization
  - School Pupil (7D) Training page (filled out by Instructor)

**Note:** 7D certificates are valid for one year from their date of issue. If you are over the age of 70, insulin-dependent diabetic, or have a cardiac defibrillator, 7D certificates are valid for six months from their date of issue.

- School Bus applicants are required to upload the following documents:
  - Medical (DOT medical form is acceptable)
  - CORI Authorization
  - School Bus Training page (filled out by Instructor)

**Note:** School Bus certificates are valid for one year from your birth date. If you are over the age of 70, insulin-dependent diabetic, or have a cardiac defibrillator, School Bus certificates are valid for six months from their date of issue.

- For both School Bus and 7D applicants:
  - Out-of-state license holders require an additional certified driver's record and a certified CORI check from the state where applicant was previously licensed.

**10.** Prior to completing your application, you must pay the appropriate application fee using a credit card, debit card, or checking account.

**11.** Once your transaction payment is successfully processed, you will receive an email confirmation and receipt.



Confirmation receipt

