



# 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 to a Massachusetts Driver's Education Certificate. If your state-issued 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, and a two-hour parent class, 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 instructions 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's Contact Center at 857-368-8000 or by visiting [www.mass.gov/rmv](http://www.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. 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 you complete the application.

If you have...	You need to...
No learner's permit	<ol style="list-style-type: none"> <li>1. Visit an RMV Service Center.</li> <li>2. Provide required identification documents, pay the learner's permit fee, and get your photo image and signature captured.</li> <li>3. Take and pass the knowledge test.</li> <li>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.</li> </ol>
Out-of-state learner's permit	<ol style="list-style-type: none"> <li>1. Visit an RMV Service Center.</li> <li>2. Provide required identification documents, pay the learner's permit conversion fee, and get your photo image and signature captured.</li> <li>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.</li> </ol>
Out-of-state driver's license and you are <b>UNDER 18</b>	<ol style="list-style-type: none"> <li>1. Visit an RMV Service Center.</li> <li>2. Provide required identification documents and get your photo image and signature captured.</li> <li>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.</li> <li>4. When you receive your Driver's Education Certificate, return to an RMV Service Center.</li> <li>5. Provide required identification documents and pay the driver's license conversion fee.</li> </ol>
Out-of-state driver's license and you are <b>OVER 18</b>	<ol style="list-style-type: none"> <li>1. Visit an RMV Service Center.</li> <li>2. Convert your driver's license by providing the required identification documents, paying the driver's license conversion fee, and getting your photo image and signature captured.</li> <li>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.</li> </ol>

Visit [www.mass.gov/rmv](http://www.mass.gov/rmv) for a list of RMV Service Centers and identification requirements.

*Please note that copies of documents will not be returned.*