



Division of Motorist Services
Bureau of Commercial Vehicle and Driver Services

**CDL Third Party Administrator
Application**

For Department Use Only

Assigned to monitor: _____

Application approved by:

Name: _____

Title: _____

Signature: _____

Date: _____

Criminal History Checks ()

Driving Record Checks ()

Please Print or Type

Business Name: _____

Physical Address: _____

Phone: _____

Fax: _____

Email Address: _____

Contract Manager: _____

Contract Manager Phone Number: _____

Email Address: _____

The criteria listed below must be satisfied prior to submitting your Third Party Administrator contract:

- Location. Must provide proof of ownership of the facility or present a current binding lease of the facility with a minimum one year term.
- Insurance. Secure and maintain Commercial Automobile Liability insurance and Workers Compensation Insurance as required under Florida law.
- Performance Bond. Secure and maintain a performance bond.
- Staffing. Employ at least one certified commercial driver license Third Party Tester.
- Program Oversight. Describe in detail how the organization plans to implement and maintain a system of oversight and supervision to ensure the integrity of the Third Party Testing Program.
- Background Checks. The Third Party Administrator, Responsible Party, and any employee or agent who has or will have access to the Commercial Skills Test Information Management System (CSTIMS) or the Paperless Waiver System (PWS), must submit to a fingerprint-based background check performed by a "Live Scan" Provider with results provided to the Department at the time of application. The background check must be performed within 90 days prior to the date of the application.

Printed Name

Title

Signature

Date