

STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
BUREAU OF MOTORIST COMPLIANCE

**APPLICATION FOR AN INSTRUCTOR OR AGENT CERTIFICATE FOR
COMMERCIAL DRIVING SCHOOL**

This form is to be used for original and renewal applications for the purpose of securing approval to engage in motor vehicle driving instruction, by the individual employee of a commercial driving school for instructor or agent certification in accordance with the provisions of Chapter 488, Florida Statutes, and Administrative Rules 15A-11.002, 15A-11.006, 15A-11.007, 15A-11.009 and 15A-11.012.

This form and all required documentation and fees are to be submitted to:

Department of Highway Safety and Motor Vehicles
Bureau of Motorist Compliance
Neil Kirkman Building, Mail Stop 39
2900 Apalachee Parkway
Tallahassee, Florida 32399-0570

THIS APPLICATION MUST BE COMPLETE WITH ALL REQUIRED DOCUMENTS AND FEES ATTACHED PRIOR TO SUBMISSION TO THIS OFFICE.

A RENEWAL APPLICATION RECEIVED LESS THAN 45 DAYS FROM THE EXPIRATION DATE WILL NOT BE ACCEPTED BY THE DEPARTMENT AND THE CERTIFICATE WILL NOT BE RENEWED. IN SUCH CASE A COMMERCIAL DRIVING SCHOOL INSTRUCTOR OR AGENT MUST SUBMIT AN ORIGINAL APPLICATION FOR CERTIFICATION.

O = Original Application R = Renewal Application B = Both

All fees are due at submission and are made payable to:

Department of Highway Safety and Motor Vehicles.

Original Instructor/Agent Fee: \$25.00 (O) _____ Non-Refundable per F.S. 488.04(1)

Renewal Instructor/Agent Fee: \$10.00 (R) _____

Duplicate Instructor/Agent Card \$ 2.00 _____

HSMV 77073S (REV. 2013)
15A-11.006, 15A-11.007, 15A-11.009 and 15A-11.012 FAC

1. GENERAL INFORMATION (Note: An instructor must hold a valid Florida Driver License).

IMPORTANT

No employee of the Department or immediate family member of the Department shall be connected in any capacity with any commercial driving school or commercial truck driving school in accordance with section 112.313(7), F.S. and Administrative Rule 15A-11.002.

(B) Name: _____
First Middle Last

(B) Residence Address: _____

(B) Date of Birth: _____

(B) Name of School Employed By or Authorized on Behalf of:

(B) Address of School: _____

(B) Your position with the School: _____
(Owner, Instructor, Agent, etc.)

2. Driver Information.

(B) Driver License number: _____

(B) The applicant, shall provide one set of finger prints for a fingerprint-based criminal background check, the cost of which is borne by the applicant. The conviction of, the plea of no contest to, or the adjudication withheld for, any felony or misdemeanor offense as shown by a fingerprint-based criminal background check conducted by the Department can disqualify a person as a holder of a license or acting as an instructor, agent or employee of the school.

3. EDUCATION.

(B) Have you ever completed a Department approved Driving Instructor Training Course? ____ If yes, which course? _____ In the last twelve (12) months? _____ If yes, which course?

HSMV 77073S (REV. 2013)

15A-11.006, 15A-11.007, 15A-11.009 and 15A-11.012 FAC

(R) Have you completed a basic or advanced driving Instructor Training refresher course within the last five (5) years? If yes, which course?

Attach a copy of your course completion certificate. If no, sign up for the next available driver education course. If you have not attended a refresher course or it has been more than six years since you have attended driving instructor training course you will be required to attend a training course again.

4. WORK EXPERIENCE.

(O) Have you have worked as a commercial driving school instructor before? _____
If yes, list the name of the school

Are you currently working for another commercial driving school? _____ If yes, list the name of the school

The information supplied is true and complete. I understand that any fraudulent or misinformation supplied or information withheld by me will result in the revocation of my commercial driving school instructor certificate or agent card.

(Signature in Full)

(Position in School)

ATTACH THE FOLLOWING TO THIS APPLICATION:

- (B)1. All additional information called for throughout the application.
- (B)2. All fees for this document.
- 3. Two (2) photographs (original application, one (1) for renewal) taken within thirty (30) days of the application. All pictures must be identical 1 and 1/2 inch square and must show neck, shoulders and uncovered head.
- (B)4. A notarized statement from the owner of the school that the instructor will be employed by or authorized to provide driving instructions on behalf of the school. Owners that are also instructors are not required to submit a letter of employment.
- (B)5. Application for an agents certificate must include the financial agreement between the agent and the school owner.
- (B)6. Attach a current finger-print based background check. This report will be accepted up to 12 months from the date of issuance.