


DRIVING SCHOOL OWNER APPLICATION CHECK LIST ✓

Detailed information and instructions in completing and submitting applications are found in the Driving School Program Handbook, OL 210.

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

A — INITIAL REQUIREMENTS	✓
 Lesson Plan Approval – If offering driver’s education and/or driver instructor training, the department must approve your lesson plan before you can be authorized to conduct these types of courses. Allow a minimum of 120 days for approval OR you may submit a letter authorizing you to utilize a previously approved lesson plan.	
B — FORMS AND FEES REQUIRED <i>Attach documents in the following order.</i>	✓
Non-Refundable Fee of \$150.00. NOTE: Refer to fee information on Page 5 in <i>Driving School Program Handbook (OL 210)</i> www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol210.pdf	
Driving School Owner Application Check List (OL 222)	
Application for Occupational License (OL 216)	
Driving School Owner or All Terrain Vehicle Safety Training Organization Principal Surety Bond (OL 218) NOTE: Detailed bond information is found in the Driving School Program Handbook (OL 210) http://www.dmv.ca.gov/forms/ol/ol210.pdf	
Certification of Compliance, California Labor Code 3700 (OL 4002)	
Property Use Verification for a Driving School or Traffic Violator School’s License (OL 140)	
Application for Occupational License Personal History Questionnaire, Part B (OL 29) <i>Required for each person listed under ownership on form OL 216.</i>	
Appointment of Director as Agent for Service of Process (ADM 9050) <i>Required for each person listed under ownership on form OL 12.</i>	
Request for Live Scan Service [yellow copy] (DMV 8016) – <i>Required for each person completing form OL 29.</i> Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).	
C — ADDITIONAL DOCUMENTS REQUIRED <i>Attach documents in the following order.</i>	✓
A letter issued by DMV approving your lesson plan or authorizing you to utilize a previously approved lesson plan.	
If filing as a Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers.	
A copy of your Fictitious Name Statement.	
A signed copy of your rental or lease agreement. <i>Proof of property ownership may be required.</i>	
A copy of your Business License.	
Operator Application: Refer to www.dmv.ca.gov/vehindustry/ol/drschopr.htm .	
D — OPTIONAL DOCUMENTS <i>If applicable, attach documents in the following order.</i>	✓
The following forms are required for behind-the-wheel instruction.	
Driving School Insurance Certificate (OL 207)	
Safety Inspection Report, Vehicle Used for Instruction (OL 221A)	
Safety Inspection Report, Motorcycle Used for Instruction (OL 221M)	
The following forms are required for off-site classroom locations (no business office at site).	
Application for Modification (OL 226)	
Property Use Verification (OL 140) – <i>Required for each classroom only location.</i>	
E — IMPORTANT INFORMATION <i>Incomplete applications will be returned.</i>	✓
Keep a copy of all documents for your records.	

Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to www.dmv.ca.gov/fo/inspector_office.htm. An Inspector will review the application to ensure all requirements are fulfilled, complete an applicant background check and inspect the established place of business. Temporary permits will only be issued to applicants that successfully clear all three phases of the application process. Incomplete applications will be returned. Unsuccessful applicants will be notified of the discrepancy or decision not to issue.

