



INSTRUCTIONS: You must complete and submit this form if your driving school teaches the Pre-Licensing Course when you file an original Driving School License Application (form MV-521), Driving School Renewal Application (form MV-522), and/or if you want to change the name of any person who signs certificates or orders books of Pre-Licensing Course Completion Certificates (form MV-278).

- NOTE: Only classroom-endorsed instructors who teach a pre-licensing course may issue a completion certificate (form MV-278).
Only the owner or authorized classroom-endorsed instructor may sign a duplicate Pre-Licensing Course Completion Certificate (form MV-278).

Print name and address of your driving school here: [Blank lines for address]

LIST ALL INDIVIDUALS WHO ARE AUTHORIZED TO:

- Request/purchase books of Pre-Licensing Course Completion Certificates (form MV-278) for your driving school.
Teach the Pre-Licensing Course for your driving school.
Sign duplicate Pre-Licensing Course Completion Certificates (form MV-278).

Put a check (✓) below to show what each is authorized to do:

Table with 2 columns: Authorization options (Request, Teach, Sign) and Signature/Title fields. Contains 6 rows for individual entries.

(Print Name)

(Title)

(Signature of Authorized Official)

(Date)

Send completed form to: NYS Department of Motor Vehicles, Bureau of Driver Training Programs, Certification & Oversight, 6 Empire State Plaza, Room 221, Albany NY 12228

FOR OFFICE USE
Request approved by [Signature]
Office [Signature] Date [Signature]