



A driving school is defined as the business of giving instruction for hire in driving motor vehicles or motorcycles. Section 394 of the Vehicle and Traffic Law (VTL) provides the legal authority for driving schools and driving school instructors: “No person shall engage in the business of conducting a driver’s school without being the holder of a license for such purpose issued by the Commissioner” (see form MV-299.1). Part 76 of the Commissioner’s Regulations (form CR-76) provides specific guidelines about licensing driving schools and certifying instructors. Before completing a driving school license application, please read and be sure you are familiar with Section 394 of the VTL (form MV-299.1) and Part 76 of the Commissioner’s Regulations (form CR-76). All forms referred to below may be found at <https://dmv.ny.gov/driver-training/looking-driver-training-education-and-certification-forms>.

The Bureau of Driver Training Programs (DTP) is responsible for insuring that all statutory and regulatory requirements are met prior to, and upon issuance of, a driving school license. The DTP is located at the NYS Department of Motor Vehicles, 6 Empire State Plaza, Room 327, Albany, NY 12228 and can be reached by telephone at (518) 473-7174, or by fax at (518) 473-0160, or by e-mail at [Driving.School@dmv.ny.gov](mailto:Driving.School@dmv.ny.gov).

This is the process to apply for a driving school license:

## 1. Get your Driving School’s Name Approved

**You must first** receive approval for the name of your business by completing the “Request for Approval of Driving School Name” (form MV-299.3) and sending it to DTP.

A request for a school name or title that is identical to, or very similar to, the name of a school which is already licensed will not be approved. Similarity of names could lead to confusion or deception. Once a name for your school is approved, you can submit an application using the approved name.

Please visit our website (<https://dmv.ny.gov/driver-training/looking-driver-training-education-and-certification-forms>) for forms, law, and regulations relating to driving schools.

## 2. File Your Application and Required Proofs

The person applying for the driving school license must complete a “Driving School License Application” (form MV-521) and must provide all of the following documentation:

- ◆ A copy of the rental lease for your place of business
- ◆ A certified copy of the Business Certificate (Individuals use form X-201, Partnerships use form X-74 filed with the county office) or a filing receipt for Certificate of Incorporation with the minutes of the corporate meeting

If your business is incorporated, you must also provide proof of said incorporation, including minutes of your corporate meeting. *This document must identify:*

- i. *decision to operate a driving school upon DMV’s approval, AND*
- ii. *business location, AND*
- iii. *corporate officers, AND*
- iv. *percentage of stock shares each officer owns.*

*\* NOTE: The minutes must be signed by all corporate officers and dated.*

If your business is an LLC (Limited Liability Company), you must also provide proof of said LLC, including the documentation of the Articles of Organization. *This document must identify:*

- i. *decision to operate a driving school upon DMV's approval, AND*
  - ii. *business location, AND*
  - iii. *managing members.*
- \* *NOTE: The documentation must be signed by all members and dated.*

**Disclaimer: Our office cannot provide any guidance or advice regarding how you should set up your business. We recommend you consult with an attorney and/or accountant, and/or explore other information sources such as SCORE ([www.score.org/](http://www.score.org/)), and New York State Department of State ([www.dos.ny.gov](http://www.dos.ny.gov)).**

- ◆ A completed “Personal History” (form MV-521.1) for each owner, partner and manager
- ◆ A draft copy of the business receipt the school will use
- ◆ A draft copy of the contract between the school and its customers, if used; refer to form MV-299.4
- ◆ Proof of **workers’ compensation** (form C-105.2 or U-26.3) and **disability benefits insurance** (form DB-120.1) or if the applicant has no employees, a Certificate of Attestation of Exemption from NYS Workers’ Compensation and/or Disability Benefits Coverage (CE-200)
- ◆ A completed “List of Driving School Vehicles” (form MV-527)
- ◆ Proof that the instructor with the required experience has the required 1,000 hours of behind-the-wheel instruction
- ◆ A completed “Application for Driving School Instructor Certificate” (form MV-523) for each instructor
- ◆ A draft copy of a Private Service Bureau (PSB) receipt, if you plan to operate a PSB
- ◆ A Road Test Scheduling System (RTSS) Application - (optional, not required)

### 3. Provide Proof of Instructor Experience

The applicant for a driving school license must employ a person who has

- ◆ A valid “Driving School Instructor’s Certificate” (form MV-524) AND
- ◆ Given at least 1,000 hours of behind-the-wheel instruction, AND
- ◆ A valid driver license.

### 4. Submit the Application Fee with your Application

The person applying for the license must submit a \$50.00 check or money order made payable to “Commissioner of Motor Vehicles”. The application fee is non-refundable.

### 5. DMV will Inspect your Place of Business

A representative from DMV’s Testing and Investigations (T&I) Unit will contact you about scheduling an inspection.

### 6. Pay the License Fee

Once the T&I Unit recommends approval for the site location, you will be contacted by DTP for the license fee of \$50, which is separate from the application fee. Your new license will be valid for one year.

**A License Will Be Issued When Your School Meets All Of The Requirements.**

