

**WHAT DO YOU NEED?**

Original Instructor's Certificate (\$10)

Instructor's Certificate Renewal (see reverse)

Additional Certificate (no fee)

Classroom Endorsement (no fee)

Change of Vehicle Class Endorsement (no fee)

Duplicate Instructor Certificate (no fee)

Please allow 6-8 weeks for processing.



**Department of Motor Vehicles**

**APPLICATION FOR DRIVING SCHOOL INSTRUCTOR CERTIFICATE**

*(Please fill out application completely and print clearly - this will reduce processing delays.)*

dmv.ny.gov

FOR OFFICE USE ONLY	
Instructor Class _____	<input type="checkbox"/> Classroom Endorsement
Certificate No. _____	
Date Issued: ____ / ____ / ____	Expiration Date: ____ / ____ / ____
Denial No. _____	Date Denied: ____ / ____ / ____

**NAME AND ADDRESS OF LICENSED DRIVING SCHOOL SUBMITTING THIS APPLICATION:**

**NAME OF PERSON APPLYING FOR A DRIVING SCHOOL INSTRUCTOR CERTIFICATE:**

Last Name	First	M.I.	Social Security Number
Your Address as it appears on your driver license			Driver License ID No.
City	State	Zip Code	

Which of the following vehicle type(s) will you teach in?  Car  Bus  Motorcycle  Tractor-Trailer  Truck

**Note:** Section 5 of the NYS Tax Law requires the Department of Motor Vehicles to provide Social Security numbers to the NYS Department of Taxation and Finance upon request.

**TELL US ABOUT YOUR INSTRUCTOR EXPERIENCE.**  
**IF YOU ANSWERED "YES", PLEASE EXPLAIN BELOW OR ON ADDITIONAL PAGES.**

**CHECK ONE**

YES  NO

1. Have you had one year or more of experience as a driving school instructor? .....  
*If yes, list the driving school(s) you worked for and how many hours of instruction you provided for each.*

\_\_\_\_\_ Number of hours: \_\_\_\_\_

\_\_\_\_\_ Number of hours: \_\_\_\_\_

\_\_\_\_\_ Number of hours: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS.**

1. List any other name you have been known by.

2. List any DMV related charges or court proceedings you are presently involved with (including driving school, Private Service Bureau, PIRP, and/or Vehicle Safety)

**NOTE: A suspension or revocation or a pending matter in violation of Vehicle and Traffic Law may be due cause for denial of this application.**

Applicant Full Name (as printed on your driver license): \_\_\_\_\_

**If I'm certified as a driving school instructor, I agree that:**

1. I will carry the instructor's certificate at all times while giving driving instructions or when I am accompanying a student to a DMV road test.
2. I will surrender my instructor's certificate to the driving school if I end my employment with the school.
3. The instructor's certificate will only be used to give driving and/or classroom instruction in the course of my employment with the driving school identified on this application.
4. I will not teach for any driving school unless I have a Driving School Instructor's Certificate naming that school as my employer.
5. My instructor certificate will immediately become void if my driver license is suspended or revoked, and that I will surrender my certificate to the driving school.
6. If I lose my certificate, I will have my employer submit a written request for a duplicate to DMV.

I affirm that I have read this entire application; that I know its contents and that all answers, statements and all other matters contained in it are true. **I understand that any false statement will result in the revocation of any driving school instructor's certificate that has been issued to me.** **NOTE:** It is a criminal offense to knowingly make a false statement or conceal a material fact in this application. To do so will result in the revocation of your instructor certificate. **False statements are punishable under Section 210.45 of the Penal Code.**

Applicant's Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

**This application must be signed by an authorized official of the driving school. My signature below affirms our intention to employ this instructor to teach for our driving school.**

Print Name of Driving School Official \_\_\_\_\_ Job Title \_\_\_\_\_

Signature of Driving School Official **X** \_\_\_\_\_ Date \_\_\_\_\_

**WHAT IS NEEDED: Find the section below that applies to the action you want to take. It lists the documents you must provide with your completed application.**

**ALL REQUESTS MUST INCLUDE:**

1. A completed MV-523 *Application for Driving School Instructor Certificate*
2. One passport-type photo taken within the last 30 days.
3. Fees as noted below must be paid with a check or money order payable to the "Commissioner of Motor Vehicles." Please note that "starter checks" cannot be accepted.

Educational diplomas from foreign countries must be translated by a New York State Civil Service-approved organization listed on the Civil Service website at [www.cs.ny.gov/jobseeker/degrees.cfm](http://www.cs.ny.gov/jobseeker/degrees.cfm)

In addition, you must include additional documentation based on what you are applying for.

	Required Fee	High School Diploma or GED	30-Hour Basic Course (MCCII)	30-Hour Advanced Course (TTM)
Original	\$10	Yes	Optional	Optional
Renewal - 2 year*	\$20	No	Yes (one time)	Optional
Renewal - 1 Year *	\$10	No	Optional	Optional
Additional	No Fee	No	No	No
Vehicle Endorsement	No Fee	No	No	No
Classroom Endorsement**	No Fee	No	Yes	Yes
Duplicate***	No Fee	No	No	No

\* Driving School Instructor Certificate Renewals are for two years UNLESS:

- You have not submitted proof of completing the 30-Hour Basic Course OR
- Your driver license is not issued by New York State. *You must include an official abstract of your driver license record no more than 30 days old with each application.*

\*\* Classroom-Endorsement requires proof of at least one year experience as a behind-the-wheel instructor.

\*\*\* Duplicate (replacement) Instructor Certificate:

- Letter from the driving school owner requesting a duplicate certificate

**Mail completed applications to: NYS Department of Motor Vehicles, Driver Training Programs, 6 ESP, Room 327, Albany NY 12228.**