



INSTRUCTIONS: You must complete and submit this form when you file an **Original** Driving School License Application (form MV-521), when you file a Driving School **Renewal** Application (form MV-522), and/or if you want to **amend (add)** the name of any person you authorize to request MV-278 books, teach the Pre-Licensing course, and/or sign duplicate Pre-Licensing Course Completion Certificates (form MV-278) and/or when you add a new Classroom Endorsed Instructor.

Please enter a check mark in the box on the right that indicates the type of action you want to take:

- **Original** - If this is the first time your school is applying for approval to teach the Pre-Licensing Course.
- **Renewal** - If you are sending this form with the renewal application of your driving school license.
- **Amend** - If you are adding a person(s), but not replacing anyone else.

PLEASE CHECK ONE

- ☐ Original
☐ Renewal
☐ Amend

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:**

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 (✓) to show what each person is authorized to do:

Print Name	<input type="checkbox"/> Request MV-278 Books	<input type="checkbox"/> Teach the Pre- Licensing Course	<input type="checkbox"/> Sign Duplicate Certificate(s)
Signature X	Title		
Print Name	<input type="checkbox"/> Request MV-278 Books	<input type="checkbox"/> Teach the Pre- Licensing Course	<input type="checkbox"/> Sign Duplicate Certificate(s)
Signature X	Title		
Print Name	<input type="checkbox"/> Request MV-278 Books	<input type="checkbox"/> Teach the Pre- Licensing Course	<input type="checkbox"/> Sign Duplicate Certificate(s)
Signature X	Title		
Print Name	<input type="checkbox"/> Request MV-278 Books	<input type="checkbox"/> Teach the Pre- Licensing Course	<input type="checkbox"/> Sign Duplicate Certificate(s)
Signature X	Title		
Print Name	<input type="checkbox"/> Request MV-278 Books	<input type="checkbox"/> Teach the Pre- Licensing Course	<input type="checkbox"/> Sign Duplicate Certificate(s)
Signature X	Title		

(Print Name)

(Title)

X

(Signature of Authorized Official)

(Date)

Send completed form to: NYS Department of Motor Vehicles
Driver Training Programs
6 Empire State Plaza, Room 336
Albany NY 12228

FOR OFFICE USE

Request approved by _____

Office _____ Date _____