



Registry of Motor Vehicles • Driver Licensing
P.O. Box 55889 • Boston, MA • 02205-5889

Driving Instructor Certification Application

IMPORTANT: This application must be typed or printed in ink, signed and dated. An incomplete application will be returned. Applicants must have a current, valid driver's license.

Fee - \$25 (Public High School Instructors exempt)
Initial Application Renewal Application
Check Appropriate Certificate Type
Professional Driving School Instructor Public High School Driving Instructor
CDL Driving School Instructor Driver Skills Development Program Instructor

Last Name: First Name: Middle:

DOB: License #:

SS#: Tel #:

Residential Address:

City/Town: State: Zip Code:

Email Address:

Mailing Address (if different from above):

Address:

City/Town: State: Zip Code:

Employer Information:

School Name: Telephone No:

Address:

City/Town: State: Zip Code:

Have you been charged or convicted of any crime, including motor vehicle violations? Yes No

If yes, provide details:

Are you currently or have you ever been employed with the Massachusetts Department of Transportation or Registry of Motor Vehicles Division? Yes No

Do you have any immediate family members (parents, spouse, children, brothers, sisters) employed with the Massachusetts Department of Transportation or Registry of Motor Vehicles? Yes No

If answered "Yes," where?

False statements are punishable under M.G.L. chapter 90 section 24.

Applicant's Signature: Date:

(SEE REVERSE FOR ADDITIONAL REQUIRED DOCUMENTATION)

(FOR OFFICE USE ONLY)

Date Received:
Date Received:

Batch Number:
Batch Number:

ADDITIONAL REQUIRED DOCUMENTATION

The following documentation must be provided or your application will not be processed

Initial Application

All Applicants

If you are not a Massachusetts resident or if you have converted an out-of-state license within the last 5 years, you must provide the following:

- Photocopy of your out-of-state driver's license.
- Original or certified driving record from your home or previous state of residence no more than 30 days old from the date of issue.
- Documentation of High School Diploma (or College Diploma).
- CORI Form

*If you are a **Professional Driving School Instructor**, please provide:*

- Documentation of successful completion of a 65 hour Driving Instructor Training Course.

*If you are a **Public High School Driving Instructor**, please provide:*

- Documentation of successful completion of a 65 hour Driving Instructor Training Course.
- Documentation from high school or school committee on official letterhead confirming current employment as a driving instructor.

*If you are a **CDL Driving School Instructor**, please provide:*

- Documentation of successful completion of a 65 hour Driving Instructor Training Course.
- Documentation of Division of Professional Licensure.

*If you are a **Driver Skills Development Program Instructor**, please provide:*

- Documentation of 1-year instructor experience at existing DSDP.
- Documentation of 1-year instructor experience at existing PDS and documentation of acquired skills necessary to instruct a DSDP.
- Documentation of successful completion of a DSDP Instructor Training Course.

Renewal Application

All Applicants

If you are not a Massachusetts resident you must provide the following:

- Photocopy of your out-of-state driver's license.
- Original or certified driving record from your home or previous residence no more than 30 days old from the date of issue.
- CORI Form

*If you are a **Public High School Driving Instructor**, please provide:*

- Documentation from high school or school committee on official letterhead confirming employment as a driving instructor.



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RMV CORI REQUEST FORM
Driving Schools & Advanced Driver Training Programs & Driving Instructors

The Massachusetts Registry of Motor Vehicles (RMV) has been certified by the Massachusetts Criminal History Systems Board (CHSB) for access to conviction and pending criminal case data known as *Criminal Offender Record Information* or CORI. A CORI check is required by the RMV for: (i) an applicant (including an officer or employee) for a license as a Driving School or Advanced Driver Training Program; or (ii) an applicant for a license as a Driving Instructor in a Driving School or in a Advanced Driver Training Program [pursuant to M.G.L. Ch. 90, Sections 32G or 32G ½]. The RMV will submit your name and the information below to the CHSB and request that it perform a CORI check to ensure you are eligible for such license. Your application will not be considered unless it includes your consent to the CORI review.

Application for: (Check 1): **Driving School/Advanced Driver Training Prog.** ___ **Driving Instructor** ___

Consent: I understand that a *Criminal Offender Record Information* (CORI) check will be conducted of my background for convictions and pending criminal case information only and that it will not necessarily disqualify me. By my signature below, I acknowledge and consent to this initial CORI check and understand that a new CORI check will be required prior to each renewal (if a license is approved). The information I have provided below is correct to the best of my knowledge.

_____ Signature of Applicant	_____ Printed Name (First, Middle and Last Name)	
_____ Maiden Name or Alias	_____ Place of Birth (City & State)	_____ Date of Birth
_____ Mothers Maiden Name	_____ Applicant's Social Security Number	_____ ID Theft Index PIN* (if applicable)

Current Address: No. & Street; Apt or Unit No; City/town; State & Zip Code; How long?

Previous Address: (No. & Street; Apt or Unit No; City/town; State & Zip Code) How long?

Your Description: Sex: M___ F___ Height: ___ft. ___in. Weight: _____lbs. Eye Color: _____

Your Driver's License No. _____ State of Issue: _____ Expiration Date: _____

FOR INTERNAL USE ONLY:

Date Received by RMV: _____ Received by: _____

* The CHSB Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this ID Theft Index PIN No. field are required to be submitted to the CHSB via mail.