

School and Instructor Application Packet for New and Renewal Applicants (Drivers License Division address is on page 4)

New Driving School

- A. An individual or individuals applying to be a new driving school must first register with the North Dakota Secretary of States Office online at www.nd.gov/sos or by telephone at 701-328-4284.
- B. Submit an application packet to the North Dakota Drivers License Division. The packet consists of:
 - 1. A completed Commercial Driver Training School License Application SFN 13961.
 - 2. A \$25 application fee made payable to the North Dakota Drivers License Division.
 - 3. Each of the items listed on the Commercial Driver Training Requirement Checklist SFN 51844 under the **School** Application & Fee heading.

New Driving Instructor

- A. An individual applying to be an instructor for a driving school must submit an application packet to the North Dakota Drivers License Division. The packet consists of:
 - 1. A completed Commercial Driver Training Instructor License Application SFN 13960.
 - 2. A completed Medical Examination Report SFN 4569.
 - 3. A \$10 application fee made payable to the North Dakota Drivers License Division.
 - 4. Each of the items listed on the Commercial Driver Training Requirement Checklist SFN 51844 under the **Instructor** Application & Fee heading.
 - 5. The official results (original, no photocopies) of an FBI Fingerprint-based Background Check. **See page 3 for Instructions on how to complete the background check process.**

Renewal of Driving School License

- A. An individual or individuals applying for the renewal of an approved driving school (required each calendar year) must submit a renewal application packet to the North Dakota Drivers License Division. The packet consists of:
1. A completed Commercial Driver Training School License Application SFN 13961.
 2. A \$25 application fee made payable to the North Dakota Drivers License Division.
 3. If you are going to change your fees for the next calendar year, please submit an updated copy of your student contract reflecting the changes.
 4. To remain in compliance with driving school and instructor regulations, be diligent to keep your vehicles in safe operating condition, currently registered, and insured. Vehicles older than **ten** model years must be replaced. As you purchase vehicles, they must be inspected by the North Dakota Drivers License Division prior to using them for training.
 5. Your surety bond and lease agreement (if applicable) must be current at all times.
 6. Your school financial statement for the past calendar year must be submitted to the North Dakota Drivers License Division by April 15th of the new calendar year.

Renewal of Driving Instructor License

- A. An individual applying for renewal of a driving school instructor (required each calendar year) must submit a renewal application packet to the North Dakota Drivers License Division. The packet consists of:
1. A completed Commercial Driver Training Instructor License Application SFN 13960.
 2. A \$10 application fee made payable to the North Dakota Drivers License Division.
 3. The Drivers License Division will complete the required driving record checks.

Instructions for FBI Fingerprint-based Background Check- required for all driving school instructors

1. The individual must access the FBI website.
The FBI website is www.fbi.gov
2. Scroll down to **FBI Homepage**.
3. On the Homepage, scroll down to Services, Click on Criminal Justice Information Services, click on Identity History at the top of the page.
4. Scroll down to “How to Submit a Request” and click on **Option 1**: Submit your request directly to the FBI (can take 12 to 14 weeks for the results);
or
Option 2: Submit to an FBI-approved Channeler (such as Telos Identity Management Solutions, Fieldprint Inc or VetConnex. ***This may be quicker, contact the channeler for timeframe***).
5. Follow the Instructions for submitting the request. The website will have the required application (Applicant Information Form) and fingerprint form (Standard Fingerprint Form FD-258) as well as the method of payment and the FBI mailing address. The website will also have a list of FBI-approved Channelers to submit your request. *Note: on the Applicant Information Form, indicate ‘personal review’ as the reason for the background check.*
6. The individual will take the fingerprint form and application to their local law enforcement office to complete the fingerprint process **or** follow the Channeler instructions if choosing Option 2.
7. The individual then mails the completed application and fingerprint form to the FBI to initiate the background check **or** follow the Channeler instructions if choosing Option 2.
8. The background check results will be mailed to the individual.

(continued on next page)

9. The individual needs to mail the background check results (original- no photocopies) to:

*Syndi Worrel, Chief Examiner
Drivers License Division
608 East Boulevard Avenue
Bismarck, ND 58505-0750*

OR

10. You can have the background check results sent directly to Syndi Worrel by filling in the **Mail Results to Address** area on the Applicant Information Form.

C/O Drivers License Division ATTN Syndi Worrel
Address 608 E Boulevard Avenue
City Bismarck State North Dakota
Postal (Zip) Code 58505-0750 Country U.S.A.
Phone Number (if different from above) 701-328-2604