



Commercial Vehicle Driver Training School Checklist

- All applicants—including partners, corporate officers and/or controlling stockholders must sign the Statement of Completion at the bottom of this page and include with the application.
- All applicants— including partners, corporate officers and/or controlling stockholders are required to complete all sections of the application with the exception of Section 1, which only needs to be completed once. You may photocopy these sections accordingly.
- All applicants—including partners, corporate officers and/or controlling stockholders must undergo a national and state fingerprint-based criminal background check. Refer to the attached fingerprint instructions (RC-CDL-GAPS-999) for more information. <https://www.aps.gemalto.com/ga/index.htm>. All applicants must use the Georgia Applicant Processing System (GAPS).
- All applicants— including partners, corporate officers and/or controlling stockholders must submit a notarized Consent for Background Investigation Form. You may photocopy this form as necessary. (Form # RC- 900)
- Submit an application fee of \$25.00, in the form of a money order, certified check, or cashier’s check, made payable to the Georgia Department of Driver Services.
- Executed Surety Bond Form with principal sum of \$10,000 for each location Form # RC-CDL-DTSB (**Governmental entities are exempt from meeting the \$10,000 surety requirement**).
- Submit proof of a fire code inspection of the school location, completed by a fire department or fire marshal, dated within 90 days of filing the application, and showing no violations.
- * Submit a copy of the school’s business license.
- * If incorporated, submit a copy of the Certificate of Incorporation from the Secretary of State; *or*
- * Submit a copy of the adopted business name form that you have registered with the County Clerk’s office where your business is located. The notarized certification that is required by our department, per Rule 375-5-.3-.03(2), is obtained from the Clerk of the Superior Court (Form # RC-700).
- Submit a Certificate of Liability Insurance showing proof of commercial liability and property damage insurance coverage, on the driver training vehicles, in an amount of at least \$100,000/\$300,000/\$50,000. The insurance company must be licensed and authorized to conduct business in the state of Georgia. The certificate holder must be the Georgia Department of Driver Services.
- * Submit the school’s Standard Business Hours. (Form # RC-CDL-800)
- *Submit two copies of all forms used by the school; this would include evaluation forms, attendance forms, student logs, school catalogs, and any handouts given to the student also copies of tests or exams (must include answer keys), workbooks, textbooks, list of all videos used in training or provided for student viewing, road routes and handouts.
- Submit two copies of the syllabus and curriculum you will be using.
- * For existing school’s: submit a copy of all prior Annual Vehicle Inspection Reports for all road and range vehicles.
- * For existing school’s: submit a fee of \$25.00 for each Vehicle Registration Card you submit.
- * Submit U.S. DOT Number, All commercial vehicles with a GVWR over 10,000 lbs. must have a U.S. Dot number. The DOT number can be obtained by calling FMCSA: 1-800-832-5660
- Submit CDL Instructors Application with all supporting documents.

NOTE: Schools will be required to submit copies of the enrollment agreement, student contract, pre-numbered and pre-printed with school name, address and phone number. A standardized contract will be provided by the Department after the application has been accepted.

STATEMENT OF COMPLETION

I hereby certify that this application includes all documents and fees which are required to be attached for the approval as outlined above. I understand that an incomplete application or application lacking the necessary paperwork will result in my application not being processed and may result in fees being forfeited.

Printed Name

Legal Signature

Date

**Please submit application, fees and all supporting documents to:
 Georgia Department of Driver Services
 Attn: CDL Compliance Unit
 2206 East View Parkway
 Conyers, GA 30013**

An application drop box is also available at the entrance of the Conyers Customer Service Center.



1.4 Will this school be jointly owned (partnership)?

Yes No

1.4.1 If yes, list the names of all partners/owners.

Name	Title/Position

1.5 Curricula (check all that apply):

Basic Operation

Safe Operating Practice

Advanced Operating Procedures

Vehicle Maintenance

Non-Driving Activities

Basic Skills Maneuvers

Please list the Curricula you will be using for Commercial Vehicle Driver Training School:

(For Example:

Georgia Commercial Driver's Manual, J. J. Keller, Cargo Tank Driver Rollover Prevention (USDOT), Georgia Targeting Aggressive Cars & Trucks (DPS), GA School Bus Training Manual, etc.)

***Please submit a copy of the curriculum you will be using along with the application.**

1.6 In the chart below, list the vehicles owned by, leased or loaned to the school for the use of driving instruction. If additional space is needed, attach a separate sheet of paper.

Make and Model	Model Year	VIN #	Tag #	DOT Number

1.7 In the chart below, list the full name of all instructors that will give instruction to students. If additional space is needed, attach a separate sheet of paper.

Full Name of Instructors	Instructor License # (if applicable)	Expiration Date (if applicable)



SECTION 2: Applicant Information

Last Name	First Name	Middle Name	Suffix	Title/Position	
Date of Birth	Driver's License #	State of Issuance	Social Security #		
Home Address	City	County	State	Zip Code	
Mailing Address	<input type="checkbox"/> Same as above	City	County	State	Zip Code
Primary Phone Number			Secondary Phone Number		

****Each applicant must provide a secure, individual email address that only the applicant can access. The Department will use this email address for official purposes. The applicant should check the email account during the certification process****

****Email Address**

2.1 Have you been fingerprinted within the past six (6) months for any other DDS Program (i.e. driver training, driver improvement)?
 Yes No

2.1.1 If you answered "Yes" to question 2.1, indicate in the space provided below the program(s) for which you were fingerprinted and the date(s).

School(s)	Date(s)
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2.2 Are you currently, or have you ever been, certified as a commercial driver training school owner or instructor in the state of Georgia?
 Yes No

2.2.1 If you answered "Yes" to question 2.2, list your certification number: _____

SECTION 3: Applicant Qualifications

3.1 Are you a United States citizen?
 Yes No

3.1.1 If you answered "No" to question 3.1, can you provide proof of lawful status to be in the United States?
 Yes No

NOTE: Acceptable proof of citizenship or lawful status may be required.

3.2 Are you currently employed with the Georgia Department of Driver Services?
 Yes No

3.3 Do you have a spouse, dependent child, dependent stepchild, or dependent adopted child that is currently employed with the Georgia Department of Driver Services?
 Yes No

3.4 Are you at least 21 years of age?
 Yes No



SECTION 4: Applicant Affirmation

Under penalty of law, I do hereby swear or affirm that all the information that I have provided herein is complete and accurate.

I will refrain from abusing alcohol or other drugs, and from using illegal drugs.

I will submit all reports and information as specified in the DDS rules and regulations and will allow the examination and audit of the books, records, and financial statements of the commercial driver training school by the Department of Driver Services.

The commercial driver training school complies with the requirements set forth by the Americans with Disabilities Act of 1990.

I hereby authorize the release to DDS of any information necessary for the determination of my application for school certification. I understand that this information will be used only for the purpose of processing my application. Photocopies of this authorization will be valid for the purpose of obtaining requested information.

I understand that to knowingly make a false statement or conceal a material fact in this application will result in the denial of my application, the cancellation of my certification (if applicable), and criminal charges being brought against me.

Legal Signature

Date

Sworn to and subscribed before me

this ____ day of _____ 20____.

(SEAL)

Notary

Georgia Department of Driver Services
Regulatory Compliance Division, 2206 Eastview Parkway, Conyers, GA 30013
CONSENT FOR BACKGROUND INVESTIGATION

OFFICE USE ONLY FILE NUMBER:	OFFICE USE ONLY DATE APPLICATION RECEIVED:	OFFICE USE ONLY BACKGROUND DRIVING HISTORY <input type="checkbox"/> Pass <input type="checkbox"/> Fail CRIMINAL HISTORY <input type="checkbox"/> Pass <input type="checkbox"/> Fail	OFFICE USE ONLY
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APPLICANT TYPE: (OFFICE USE ONLY)

<input type="checkbox"/> DUI Risk Reduction	<input type="checkbox"/> Owner	<input type="checkbox"/> Director	<input type="checkbox"/> Instructor
<input type="checkbox"/> Driver Improvement	<input type="checkbox"/> Owner	<input type="checkbox"/> Instructor	<input type="checkbox"/>
<input type="checkbox"/> Driver Training	<input type="checkbox"/> Owner	<input type="checkbox"/> Instructor	<input type="checkbox"/>
<input type="checkbox"/> Non-Commercial Third Party	<input type="checkbox"/> Tester	<input type="checkbox"/> Examiner	<input type="checkbox"/>
<input type="checkbox"/> CDL Third Party	<input type="checkbox"/> Tester	<input type="checkbox"/> Examiner	<input type="checkbox"/>
<input type="checkbox"/> Ignition Interlock	<input type="checkbox"/> Owner/Operator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Commercial Veh. Training School	<input type="checkbox"/> Owner	<input type="checkbox"/> Director	<input type="checkbox"/> Instructor
<input type="checkbox"/> Motorcycle Safety	<input type="checkbox"/> Rider Coach	<input type="checkbox"/> Rider Coach Trainer	<input type="checkbox"/> Private Site Manager
<input type="checkbox"/> For-hire License Endorsement			

Last Name	First Name	Middle	Phone Number
Driver's License Number (Include ALL zeros)	DL Issue date (Exam date)	State	Social Security Number
Current Street Address		City and State	Zip Code
Have you held any driver's license from another state in the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, list state(s) and license number(s) Phone Number	Phone Number
Program/School Name (if applicable)			Phone Number
Address		City and State	Zip Code

Have you been convicted of, plead guilty to, or plead nolo contendere to any crime, whether felony or misdemeanor, in this state, in any other state, or in the federal system within the past ten (10) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you served time for any crime, whether felony or misdemeanor, in this state, in any other state, or in the federal system within the past ten (10) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been on probation or parole for any crime, whether felony or misdemeanor, in this state, in any other state, or in the federal system within the past ten (10) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a charge(s) or a court hearing pending, or are you under indictment or accusation for any crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "Yes" to any of the above, please note the offense, date and location below:

<u>Offense</u>	<u>Date</u>	<u>City/State</u>
_____	_____	_____

I hereby apply for Certification(s) to be issued by the Regulatory Compliance Division of the Department of Driver Services (DDS). I understand that my national and state criminal history, driver's history, and legal presence will be checked. I hereby give consent for the DDS to conduct whatever investigations necessary to determine my eligibility to hold such a certificate. I understand that false, misleading, or incomplete information in my application or on this Consent Form may result in certificate denial, cancellation, suspension, or revocation, as well as possible criminal prosecution and civil action. Under penalty of perjury, I do hereby swear or affirm that the information contained within this application, and any statements made in connection therewith, are complete, true and correct.

_____ Applicant Signature	_____ Date
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THIS CONSENT FORM MUST BE NOTARIZED

Subscribed to and sworn before me:	Seal or Stamp
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Notary Signature

Date

My Commission Expires: _____

Georgia Applicant Processing System (GAPS)

All persons applying with the Georgia Department of Driver Services (DDS) to become certified in any of the regulated program areas listed below must use the **Georgia Applicant Processing System (GAPS)** to satisfy the statutorily required national and state fingerprint-based criminal history check.

- **Commercial Vehicle Driver Training School Owner**
- **Commercial Vehicle Driver Training Instructor**
- **CDL Third Party Tester**
- **CDL Third Party Examiner**

NOTE: Fingerprint standards set forth by the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC) prevent DDS from downloading fingerprint results until a certification application is submitted. In addition, fingerprint results are only available to DDS for download for 30 days. **THEREFORE, an approval from DDS is required prior to fingerprinting. The applicant must submit the required application too DDS and then register with GAPS for fingerprinting. This approval will be done electronically through the Gemalto site by DDS after a complete application is received in the CDL Compliance Division. Provided the applicant has registered for fingerprinting, Gemalto will notify them of the registration approval and to proceed to the specified location to complete the process. Please understand this approval procedure cannot be circumvented. If you have been fingerprinted through GAPS for any DDS regulated program within the past 6 months, your fingerprint results may be used for any additional application(s) submitted for DDS regulated programs during that 6-month period. Please indicate on your application the date you were previously fingerprinted.**

There are several locations throughout the State of Georgia that have been authorized by the NCIC, the GCIC and Gemalto Systems to use LiveScan devices to electronically capture and transmit fingerprints to the GCIC through a secure web-based environment. Criminal history search results, in most cases, will return within 24 to 48 hours following submission of fingerprints, decreasing the overall amount of time it takes for DDS to process your application for certification. Fingerprint results obtained from any source other than the approved GAPS process will not be accepted.

Out-of-state applicants may choose to submit fingerprint cards for an additional charge of \$8. Registration is still required through the GAPS website. Please review the "How to Submit Ink Cards" section on the GAPS Home page for detailed instructions.

Additional information regarding the GAPS process, policies, fees, and print locations may be found at <https://www.aps.gemalto.com>. If you have any questions, please feel free to contact the CDL unit at 678-413-8426 Linda or 678-413-8427 Brandy.

FINGERPRINT INSTRUCTIONS

Step 1: Select the GAPS location of your choice.

- Go to the following website: <https://www.aps.gemalto.com/ga/index.htm>
- Click on the "Find A Fingerprint Location" option.
- All authorized GAPS locations are depicted on an interactive map of Georgia. You may click on any location depicted on the map to obtain more detailed information about individual GAPS sites, including the name of the participating business, address, and telephone number. You may also use the Google Map feature which will show sites located near your current location and provide directions.

Step 2: Register.

- From the GAPS Georgia Home page, click on the "Applicant Registration" option. This will take you to a page with a listing of multiple agencies.
- Click on the "Department of Driver Services (DDS)" button. You will be taken to the DDS landing page with our contact information. Click on the "Register to be Fingerprinted" button.
- Read the Privacy Rights and click the box to accept the terms. Click "Continue."
- Select your Reason Code from the dropdown box (CDL and Motorcycle Safety Coaches should use the DT reason codes). Complete the web form with your personal data and payment information. You must pay by money order or credit card. Mandatory fields are highlighted in yellow.
- Please be advised that although the use of your Social Security Number is optional, if you do not submit your SSN, the GAPS location will not be able to confirm your registration if you forget to bring your confirmation receipt. In addition, you will not be able to print a replacement receipt. Therefore, you are strongly encouraged to use your Social Security Number.
- Money orders must be made payable to "Gemalto Cogent, Inc." and should be taken to the GAPS location.
- Fingerprinting fees for all DDS regulated programs are \$49.25. A link for the fees can be found under the "Fees" section at the bottom of the GAPS Georgia Home page. **Cash and checks are not accepted.**
- Once all information has been entered, click "Continue." Review your information and if everything is okay, click "Submit."

Step 3: Print your Receipt.

- A screen appears prompting you to either print your registration receipt or email it.
- If you lose your registration receipt, you can obtain a replacement under the "Reprint Registration Receipt" section located on the GAPS Georgia Home page.

Step 4: Go to the GAPS location as scheduled to be fingerprinted.

- On the date of your fingerprinting, be sure to call ahead to the GAPS location you plan to visit to confirm their business hours, the hours they do fingerprinting, and that a trained individual is going to be available.
- Be sure to review the FAQ section on the GAPS Georgia Home page for information regarding what forms of identity are required for you to be fingerprinted.

**APPLICATION TO REGISTER A BUSINESS TO BE CONDUCTED
UNDER A TRADE NAME/ADOPTED BUSINESS NAME**

STATE OF GEORGIA
COUNTY OF _____

THE UNDERSIGNED HEREBY CERTIFIES THAT THEY ARE

CONDUCTING A BUSINESS AT _____
(STREET ADDRESS)

IN THE CITY OF _____, COUNTY OF _____, IN THE

STATE OF GEORGIA UNDER THE TRADE NAME:

THE NATURE OF SAID BUSINESS IS _____

SAID BUSINESS IS COMPOSED OF THE FOLLOWING PERSON(S) OR CORPORATION

<u>NAME(S)</u>	<u>ADDRESS(ES)</u>
_____	_____
_____	_____
_____	_____
_____	_____

THIS AFFIDAVIT IS MADE IN ACCORDANCE WITH THE ACT OF THE GEORGIA
LEGISLATURE APPROVED AUGUST, 1929, AMENDED MARCH, 1937 AND MARCH, 1943.

SWORN TO AND SUBSCRIBED BEFORE ME _____
THIS _____ DAY OF _____ 20_____. _____

NOTARY PUBLIC

This form is provided by the DDS as a sample and may be used by the Clerk of Superior Court. In no way is the Clerk of Superior Court required to use this form.

SURETY BOND FOR COMMERCIAL VEHICLE DRIVER TRAINING SCHOOL

Bond # _____

KNOW ALL MEN BY THESE PRESENTS: That we,

(Full Name of Commercial Vehicle Driver Training School Including the Full Legal Name and any D/B/A Name)

as Principal, and _____
(Full Name of Insurance Company)

a corporation or partnership organized and existing under the laws of the State of _____ and authorized to do business in the State of Georgia, as Surety, are hereby held and firmly bound unto the State of Georgia, for the use and benefit of all interested persons, injured by any breach of the conditions of this obligation, in the sum of **TEN THOUSAND (\$10,000) DOLLARS** lawful money of the United States of America, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SEALED WITH our seals and dated this _____ day of _____, 20_____

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH THAT:

WHEREAS, THE ABOVE-MENTIONED principal has made application to the DEPARTMENT OF DRIVER SERVICES for a license to operate a COMMERCIAL DRIVER TRAINING SCHOOL under the provisions as set out in Georgia

Law O.C.G.A. §43-13-1 et seq.: representing by said application and by these presents, that all the statements set forth in said application to the DEPARTMENT OF DRIVER SERVICES, and that all of the written evidence or other probative matter filed with the said DEPARTMENT OF DRIVER SERVICES in connection with such application are true; and obligates itself and its agents to faithful compliance with all provisions of said Georgia Law O.C.G.A. §43-13-1 et seq. as now or hereafter amended, and any and all regulations and orders issued or hereafter to be issued by the DEPARTMENT OF DRIVER SERVICES and specifically with Georgia Law O.C.G.A. §43-13-4, Paragraph (4), for the protection of the contractual rights for students who enter into the annexed contract with:

(Name of Commercial Vehicle Driver Training School and Full Location Address)

WHEREAS, a copy of the contract of the Principal is hereby attached and made a part of this undertaking.

NOW, THEREFORE, if said Principal shall in all things well and truly perform, fulfill, comply with and observe all and singular the above named conditions, representatives and obligations, then this obligation shall be null and void; otherwise to be and remain in full force and effect, provided, however, that the aggregate liabilities recoverable against such bonds shall not exceed the sum of TEN THOUSAND (\$10,000) DOLLARS regardless of the number of claimants, and shall not be construed as individual liability.

IN WITNESS HEREOF, said Principal has hereunto set its hand and seal and the said Surety has caused these presents to be signed by its duly authorized officers and its corporate seal to be hereto affixed this

_____ day of _____, 20_____

ATTEST:

Signature (Witness)

Signature (Principal)

COUNTERSIGNED:

(Resident Agent Of Georgia)

Name: _____

(Address of Resident Agent)

Signature: _____

(Phone Number)

By: _____
(Attorney-in-Fact)



Standard Business Hours

CDL Third Party School System/Company Hours of Operation

Ga. Admin. Comp. Chapter 375-5-3-.15 (1) Every commercial driver training school/company shall maintain records, which shall be available for inspection by the Department during normal business hours. Normal business hours shall be between 8:30 a.m. and 4:30 p.m. daily. One hour of flexibility in the time may be observed as long as the school is open eight (8) hours per day.

Important Note: Facilities approved to operate more than one program must establish hours of operation that will satisfy at least the minimum requirements for each of the programs.

Example: If a facility offers driver improvement and CDL programs, the hours must meet the more stringent requirements of the CDL program and maintain the minimum operation hours of 8:30 a.m. to 4:30 p.m., Monday to Friday.

Hours of Operation:

Indicate below your program’s intended hours of operation.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time Open	Time Open	Time Open	Time Open	Time Open	Time Open	Time Open
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
Time Closed	Time Closed	Time Closed	Time Closed	Time Closed	Time Closed	Time Closed

The Department of Driver Services must receive written notice of any business hours changes at least two (2) weeks in advance.

Hours of operation certified by: _____
(Signature of program owner/director)

Program Name and Certification #: _____