



# Georgia Department of Driver Services

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Brian P Kemp  
Governor

Spencer R Moore  
Commissioner

To: All Non-Commercial and Commercial Driver Safety Programs

From: Michelle McLean, Regulatory Compliance Director

Date: April 11, 2025

Re: Online Certification Application

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Effective April 15, 2025, all new certification and recertification applications must be submitted online via the DDS website ([dds.georgia.gov](https://dds.georgia.gov)). All required supporting documents must be attached to the application online before it is submitted. Links to the online versions of the following applications will replace the links to paper versions of the same and can be accessed on the DDS website under Regulated Programs:

- New Program
- New Instructor
- Program Recertification
- Instructor Recertification

As we continue enhancing our application process to include all application types, only the following applications will be accepted by mail for processing:

- Program Owner Addition
- Program Name Change
- Program Relocation
- Instructor Transfer/Additional

The new system has issued new certification numbers to each existing certification holder. All Programs, Instructors, and Examiners currently certified by the Department should receive a system-generated email with their new certification. In addition, OCRA is being updated to include this new information.

Please utilize [reginfo@dds.ga.gov](mailto:reginfo@dds.ga.gov) to report any system issues or submit inquiries about the new process. We look forward to sharing more process improvements with you soon.