



Program Relocation Application

- All** applicants—including owners, partners, corporate officers, and/or controlling stockholders—must sign the Statement of Completion at the bottom of this page and include with the application. You may photocopy this form as necessary.
- Submit a surety bond rider amending the program address to reflect the new facility address. A separate surety bond rider is required for each certified program.
- Submit proof of a fire code inspection of the facility, 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 updated program business license.
- Submit program’s Standard Business Hours. (Form # RC-800)
- Submit copies of all student contracts, forms and materials furnished to students complete with new facility address and phone number.
- If incorporated, submit a copy of the Certificate of Incorporation from the Secretary of State; ***OR***
- Submit a copy of the updated trade 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 is obtained from the Clerk of the Superior Court (Form # RC-700).
- Driver Training Schools and Ignition Interlock Programs:** Submit Certificate of Liability updated to reflect new address.
- Driver Improvement Clinics:** Submit Curriculum Certificate reflecting new address.
- Third Party Testers:** Submit Third Party Tester Agreement reflecting new address and road skills test routes (primary and alternate).

STATEMENT OF COMPLETION

I hereby certify that this application includes all documents which are required to be attached, for the approval as outlined above. I understand that the *average* time it may take to process this application is 30 days. I understand that an incomplete application or application lacking the necessary paperwork will result in my application not being processed.

Printed Name

Legal Signature

Date

**Please submit application and all supporting documents to:
Georgia Department of Driver Services
Attn: Regulatory Compliance Division
2206 Eastview Parkway
Conyers, Georgia 30013**

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



SECTION 1: Program Information

1.1 Name of program as it is certified by the Department of Driver Services:

Full Legal Name

Trade Name/DBA, if applicable (Please list all names associated with this facility.)

1.2 Which programs will the relocation affect? Provide certification #.

- Risk Reduction #, Driver Improvement #, Driver Training #, Third Party Testing #, Ignition Interlock #, CMV Driver Training #

1.3 Indicate the services this facility will offer:

- Classroom and office with full operating hours, Classroom only, Office only

1.3.1 If classroom only services are indicated in question 1.3, list the principal location where the records will be maintained.

Program Name Program Certification # Address

1.4 Provide the address of CURRENT facility:

Table with 5 columns: School Physical Address, Mailing Address, Classroom Address, City, State, County, Zip Code. Includes checkboxes for 'Same as above' and 'Same as physical'.

1.5 Provide the address of NEW facility:

Table with 5 columns: School Physical Address, Mailing Address, Classroom Address, City, State, County, Zip Code. Includes checkboxes for 'Same as above' and 'Same as physical'.

1.6 Provide the contact information for the NEW facility:

Table with 3 columns: Primary Phone Number, Facsimile Number, Program Email Address, Program Website, Contact Name, Title, Phone Number

A secure, individual email address only accessible to the applicant(s) must be provided. The Department will use this email address for official purposes. Please make sure to check the email account during the certification process.

**Email Address



1.7 What is the proposed effective date of the relocation? A minimum 30 day notice to the Department is required.

Date: _____

1.8 Have you reviewed the applicable program rules to ensure the new facility meets the minimum requirements?

Yes No

1.8.1 Does the new facility meet the minimum requirements for all classroom accommodations, including minimum space, equipment, privacy and restroom requirements?

Yes No

1.8.2 Does the new facility meet the minimum requirements for all office requirements, including privacy accommodations, if applicable?

Yes No

1.8.3 Does the new facility comply with the requirements set forth by the Americans with Disabilities Act (ADA)?

Yes No

1.9 Is this relocation associated with a change in ownership, partners or the corporation?

Yes No

1.9.1 If you answered "Yes" to question 1.9, provide detail of the change: _____

1.10 Has there been a change in ownership, partners or the corporation of the entity originally certified by the Department of Driver Services?

Yes No

1.10.1 If you answered "Yes" to question 1.10, provide details of the change: _____

SECTION 2: 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.

Furthermore, I have reviewed and complied with all program rules related to this relocation and understand the facility must be inspected by the Department of Driver Services.

I will further understand the facility must pass the inspection conducted by the Department of Driver Services before any services can be offered at the facility.

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 and records by the Department of Driver Services.

I hereby authorize the release to DDS of any information necessary for the determination of my application for program relocation. 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

**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.

Standard Business Hours

Risk Reduction Program Hours of Operation

Ga. Admin. Comp. Chapter 375-5-6-.19 Each program shall maintain business hours of at least fifteen (15) hours per week.

Driver Improvement Clinic Hours of Operation

Ga. Admin. Comp. Chapter 375-5-1-.10 (d) A clinic shall maintain business hours of at least fifteen (15) hours per week, half of which must fall within the Department's normal business hours. An employee of the clinic must be available during this time to furnish information of operation, verify attendance to a class, or to produce the necessary records or documents whenever requested by a member of the Department. The clinic may close for a lunch hour at a set time, upon notice to the Department of the scheduled lunch hour. Each clinic is responsible for notifying the Department of times during which the business office of the clinic will be closed for lunch or vacation and of the regularly scheduled hours of operation of the business office.

Driver Training School Hours of Operation

Ga. Admin. Comp. Chapter 375-5-2-.11 (h) A driver training school shall maintain business hours of at least fifteen (15) hours per week, half of which must fall within the Department's normal business hours. An employee of the driver training school and/or limited driver training school must be available during this time to furnish information of operation, verify attendance to a class, or to produce the necessary records or documents whenever requested by a member of the Department. The school may close for a lunch hour at a set time upon notice to the Department of the scheduled lunch hour. The school shall be responsible for notifying the Department of those times during which the business office will be closed for lunch or vacation and of the regularly scheduled hours of operation of the business office.

Commercial Motor Vehicle Driver Training School Hours of Operation

Ga. Admin. Comp. Chapter 375-5-3-.15 (1) Every commercial driver training school shall maintain the following 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.

Ignition Interlock Device Provider Center Hours of Operation

Proposed Rule: Maintain a place where the ignition interlock device provider center will be located which is easily accessible and open during pre-established daily business hours. Provider centers shall maintain daily business hours of at least four hours per day, between the hours of 8:00 a.m. and 8:00 p.m., five days per week.

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 #: _____