CLASS A DRIVER TRAINING SCHOOL

TWO-YEAR APPLICATION FOR THIRD-PARTY TESTER CERTIFICATION

Purpose: A Class A driver training school third-party tester uses this form to apply for certification to conduct the skills test component of the CDL examination for students that are enrolled in their school.

Instructions: Return this completed application with all additional required documents to the DMV Driver Training Work Center at PO Box 27412, Richmond, VA 23269-0001. All submitted application packages that include a prior version of the application, incomplete applications, or have missing required documents will be returned.

APPLICATION TYPE

APPLICATION TYPE: ☐ ORIGINAL FIRST-TIME APPLICATION ☐ RENEWAL	TWO-YEAR FEE: $200.00
CLASS A DRIVER TRAINING SCHOOL NAME	SCHOOL LICENSE NUMBER ☐☐☐☐ - ☐☐☐☐☐☐

TPT INFORMATION

BUSINESS ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different from business address)	CITY	STATE	ZIP CODE

TELEPHONE NUMBER	ICC / DOT NUMBER	DOT RATING	SCC NUMBER	YEARS DOING BUSINESS IN VA
( )				

REPRESENTATIVE INFORMATION

1	REPRESENTATIVE NAME	JOB TITLE	
	BUSINESS EMAIL ADDRES		BUSINESS TELEPHONE NUMBER ( )
2	REPRESENTATIVE NAME	JOB TITLE	
	BUSINESS EMAIL ADDRES		BUSINESS TELEPHONE NUMBER ( )

TESTING SITE LOCATIONS

INCLUDE THE FOLLOWING FOR EACH LOCATION:

- Copy of contract or agreement with expiration date authorizing the use of the facility to conduct business
- A TPT 550 for both the primary and secondary routes for any new sites including maps

NAME AND ADDRESS OF SITE	*(check applicable box)*	
	☐ Existing	☐ New
	☐ Existing	☐ New
	☐ Existing	☐ New
	☐ Existing	☐ New

CLASSES AND TYPES OF COMMERCIAL MOTOR VEHICLES

Check box(es) for classes and types of commercial motor vehicles for which you want to be certified to conduct skills tests.

Class Types	Air Brakes	Endorsement(s)	Transmission Type
☐ Class A ☐ Class B ☐ Class C	☐ Yes ☐ No	☐ School Bus ☐ Passenger ☐ N/A	☐ Automatic ☐ Manual

CERTIFICATION

I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement on this form is a criminal violation.

THIRD-PARTY TESTER REPRESENTATIVE NAME (print)	THIRD-PARTY TESTER REPRESENTATIVE SIGNATURE	DATE (mm/dd/yyyy)

DMV USE ONLY

DMV STAMP

VERIFICATION OF:

- ☐ COMPLETE APPLICATION INCLUDING SIGNATURES
- ☐ $200.00 FEE
- ☐ AT LEAST ONE EXAMINER APPLICATION (TPT 576)
- ☐ $100.00 FEE FOR EACH INSTRUCTOR
- ☐ NATIONAL CRIMINAL BACKGROUND CHECK (each instructor)
- ☐ BUSINESS LICENSE (each locality)
- ☐ LEASE AGREEMENT (each location)
- ☐ TPT 557 - SURETY BOND
- ☐ STUDENT CONTRACT/AGREEMENT

ORIGNAL APPLICATIONS (additional documents)

- ☐ TPT 555 AGREEMENT
- ☐ TPT 500 - TABLET APPLICATION
- ☐ TPT 499 - TABLET AGREEMENT
- ☐ TPT 558 - LIST OF VEHICLES
- ☐ TPT 550 FOR PRIMARY AND SECONDARY ROUTES