



## TRAFFIC SAFETY DIVISION APPLICATION FOR CORRESPONDENCE DRIVER EDUCATION SCHOOL RENEWAL LICENSE

### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before completing this application, please review the Rules and Regulations pertaining to certification, NMAC 18.20.3. The Rules and Regulations can be found on the TSC website ([nmtsc.unm.edu](http://nmtsc.unm.edu)) under the *Driver Education* tab and *Driver Education: Providers*. Your signature below will verify that you have taken this action.

Note: All renewal applications must be submitted by May 31st. Any application submitted after that date will need to pay a \$25.00 late fee before the application will be processed. **(Make check or money order payable to TSD).**

- If completing by hand, please print legibly in black ink (if your application is unreadable, it will be denied and returned)
- Provide all information requested
- Submit a check or money order made payable to *Traffic Safety Division* in the amount of:
  - \$400.00 for the main school site
  - \$35.00 for each extension site
- Include copies of all the required documents
- Sign each sworn statement that indicates you understand and will abide by all requirements
- Sign and date the application
- Make a copy for your records
- Mail all original documents to:

**University of New Mexico  
Traffic Safety Center  
MSC07 4030  
1 University of New Mexico  
Albuquerque, NM 87131**

If you require further information or have questions you may contact The UNM Traffic Safety Center (TSC) by email at: [TSCdriverprograms@unm.edu](mailto:TSCdriverprograms@unm.edu)

## **WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?**

The University of New Mexico, Traffic Safety Center (TSC), on behalf of the NMDOT Traffic Safety Division (TSD), will review your application to determine if it is complete and that all relevant documents are included. Applications will be reviewed in the order in which they are received. *Applications will be considered incomplete until TSC receives all required documents, including the MVD and DPS reports.*

If the application is *not* complete, the TSC will contact you regarding the missing information or documents. If the TSC does not receive the missing information or documents on or before June 30, 2025, your application will be considered closed and your license expired. You will be required to submit an ORIGINAL application.

If the TSD approves your application, the TSC will issue your Driver Education School license on behalf of the Traffic Safety Division.

**NO PERSON MAY OPERATE A DRIVER EDUCATION SCHOOL UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVER EDUCATION SCHOOL LICENSE.**

**➤ PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.**

# APPLICATION FOR RENEWAL CORRESPONDENCE DRIVER EDUCATION SCHOOL LICENSE

## Section 1 – Correspondence Driver Education School Information

School Name (as it appears on business license)		
Physical Address (Street Address, City, State, Zip Code)		
Mailing Address (Street Address, City, State, Zip Code)		
Telephone Number(s)		
E-Mail Address		
Website Address		
Name of School Owner/Operator		
Telephone Number of School Owner/Operator		
Owner/Operator Address (Street Address, City, State, Zip Code)		
E-Mail Address of Owner/Operator		
I am also filing a separate application to be an Instructor	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section 2 – List of Instructors

	Name
1	
2	
3	
4	
5	

### Section 3 – Required Documents

Please submit the following documents with this application:

- The MVD NM limited history driving form must be completed with your original signature, as well as a limited history driving record from any state in which you have resided in the past ten (10) years and be dated no earlier than sixty (60) days before the date the application is filed with the bureau. *You are responsible for obtaining any out of state records to submit with your application.*
- The Authorization for Release of Information by NMDPS form attached must be completed with your original signature and notarized. You will need to obtain and submit any out of state records from any state in which you have resided in the past ten (10) years dated no earlier than sixty (60) days before the date the application is filed with the bureau. ***Please include your check or money order for \$15.00 made payable to the Department of Public Safety (if the applicant is also applying as an Instructor, only one MVD or DPS form needs be submitted).***
- If you have ever been convicted of or pled guilty or no contest to a misdemeanor, traffic misdemeanor or felony, a separate sheet and supporting documentation explaining why each such conviction or plea should not disqualify you from obtaining a license under paragraph 18.20.3.18 E.
- A surety bond certificate that meets the requirements of 18.20.3.10 B and Senate Bill 106 dated 04/06/2021 in the amount \$15,000 that shall be continuous, shall name the New Mexico Department of Transportation, Traffic Safety bureau as obligee, and shall assure the satisfactory performance of all contracts with students, including tuition refund agreements, and the maintenance of student records.
- A schedule of fees, refund and rescheduling policy applicable to students who enroll in the program and meets each of the requirements of 18.20.3.9 C.5 and 18.20.3.15E.
- A copy of the Business License.
- A full copy of the course curriculum presented to students, to include handouts, list of videos, etc.
- A full explanation of the “**method of delivery**” for this correspondence course to include how students access or receive course lessons and how the students return completed courses to the school.
- A copy of the student report (Quarterly) that complies with 18.20.3.15D.
- A copy of the minimum 50 question final exam including a statement on how students access the exam, how the exam is returned, and how the school grades and notifies students of the results.
- A copy of the minimum 50 question final exam answer key.

## Section 4 - Sworn Statements

By my signature besides each statement, I, \_\_\_\_\_, d/b/a \_\_\_\_\_, certify that:

- I have read, and agree to comply with the requirements of, 18.20.3 NMAC, Driver Education Schools, the rule adopted by the Traffic Safety Division regarding Driver Education Schools, including any lawful order pursuant to 18.20.3.20 A(9).

Signed: \_\_\_\_\_

- I understand that failure to comply with the requirements of the rule shall be grounds for suspension or revocation of the School license issued to me or to the school by the Traffic Safety Division.

Signed: \_\_\_\_\_

- I understand that as the owner of the applicant school I am the person responsible for complying with all the school's obligations and responsibilities under New Mexico statutes and regulations;

Signed: \_\_\_\_\_

- I will not transfer the ownership of the school to any person who is not licensed by the Traffic Safety Division to operate a driver education school; and I will only make such a transfer after giving reasonable advance notice to the Traffic Safety Division;

Signed: \_\_\_\_\_

- The persons who will serve as instructors are certified instructors who satisfy all requirements of the rule.

Signed: \_\_\_\_\_

- I shall, upon request provide each student with a form prepared by the bureau that allows the student or student's parent to notify the bureau regarding a comment or concern about the school or any instructor (18.20.3.15 F).

Signed: \_\_\_\_\_

- I am in compliance with the Parental Responsibility Act, NMSA 1978, Section 40-5A-1 et seq. regarding paternity or child support proceedings and understand that failure to comply with this Act will result in denial of my application or revocation or suspension of my license.

Signed: \_\_\_\_\_

- I understand that submission of this application does not obligate the bureau to renew my correspondence driver education school license if the school is found not in compliance to the rule (18.20.3.20 A.9).

Signed: \_\_\_\_\_

- I will not operate a Driver Education School in New Mexico until I have received a license from the Traffic Safety Division.

Signed: \_\_\_\_\_

## Section 5 – Signature and Date

By my signature below, I certify, under penalty of perjury, that the information given in this application and all accompanying documents is true to the best of my knowledge and ability.

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Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

Please note that TSD requires an original application for processing. Copies will not be accepted. Please make a copy of this application for your records and submit an original.

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TSC Review \_\_\_\_\_ Date \_\_\_\_\_

NMDOT TSD \_\_\_\_\_ Date \_\_\_\_\_

Approved

Denied

Reviewer's Comments: