



TRAFFIC SAFETY DIVISION APPLICATION FOR DRIVER EDUCATION SCHOOL CHANGE OF ADDRESS

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) under the *Driver Education* tab and *Driver Education: Providers*. Your signature below will verify that you have taken this action.

Note: Driver Education Schools shall notify the bureau of any changes in address ten (10) days before opening for business at the new location per the NMAC 18.20.3.13.H (1).

- 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
- 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

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 within 15 days to determine if it is complete. Applications will be reviewed in the order in which they are received. *Applications will not be considered complete until TSC receives all required documents.*

If the application is *not* complete, TSC will contact you regarding the missing information or documents. If the TSC does not receive the missing information or documents within 10 days of the date of contact, your application will be considered inactive and the change of address will not be approved. You may resubmit a complete application at any time.

If the TSD does not approve your application, you will receive a letter stating the reasons why it was not approved. If the reasons can be resolved, you may resubmit your application.

NO PERSON MAY OPERATE A DRIVER EDUCATION SCHOOL AT A NEW LOCATION UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL. USE OF A NEW LOCATION PRIOR TO THE ISSUANCE OF CONFIRMATION MAY RESULT IN YOUR SCHOOL RECEIVING A NOTICE OF RULE VIOLATION OR OTHER ACTION TAKEN BY THE DIVISION PURSUANT TO NMAC RULES.

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

**DRIVER EDUCATION SCHOOL
CHANGE OF ADDRESS APPLICATION**

Section 1 - Name and Address of Current School Location

| | |
|--|--|
| Name of Driver Education School | |
| Address of Driver Education School Main Site | |
| Mailing Address of Driver Education School (if different from above) | |
| Email Address | |
| School Business Phone | |

Section 2- Name and Address of New School Location Submitting for Approval

| | |
|--|--|
| Name of Driver Education School | |
| Address of Driver Education School Main Site | |
| Mailing Address of Driver Education School (if different from above) | |
| Email Address | |
| School Business Phone | |

Section 3 – List of Extension Sites Currently Approved

| Site ID | City | Street Address |
|---------|------|----------------|
| Site A | | |
| Site B | | |
| Site C | | |
| Site D | | |
| Site E | | |
| Site F | | |

Section 4 – List of Instructors

| | Name | Will teach: | | Site ID |
|----|------|--------------------------|--------------------------|---------|
| | | Classroom | Behind the Wheel | |
| 1 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | | <input type="checkbox"/> | <input type="checkbox"/> | |

Section 5 – List of Vehicles Used for Behind-the-Wheel Driving Instruction

Must match vehicles listed on Certificate of Insurance

| | Year | Make | Model | Color | Vehicle License Plate Number |
|----|------|------|-------|-------|------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

Section 6 – Required Documents

Please submit the following documents with this application:

- An **updated** Certificate of Insurance that meets the complete requirements of subsection **18.20.3.13 D**.

The address for the certificate holder is:

NMDOT TSD
P.O. Box 1149
Santa Fe, NM 87504

Please note that a COI previously submitted will not be accepted. This must be a new COI with the new address listed.

- An **updated** 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.

Please note that surety bonds previously submitted will not be accepted. This must be a new surety bond with the new address listed.

- A copy of the Certificate of Maximum Occupant Load issued by the state or local Fire Marshal stating the maximum occupancy allowed by the fire code for **each room** used for instruction at your **new location** not exceeding 40 per NMAC 18.20.3.12 B.

Please note that a Certificate of Maximum Occupant Load previously submitted will not be accepted. This must be a new certificate with the new address listed.

- A copy of the Business License for the **new location**.

Please note that business licenses previously submitted will not be accepted. This must be a new license with the new address listed.

Section 7 – 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: _____

- All statements sworn to in the original application are still in full force and effect.

Signed: _____

- I acknowledge that, as the owner of the applicant school, I am responsible for ensuring compliance with all obligations and responsibilities under New Mexico statutes and regulations. I will continue to serve as the point of contact for the school's adherence to all applicable laws and regulations.

Signed: _____

- I understand that licensure of the school cannot be transferred to any individual.

Signed: _____

- The School's main site and extension sites I operate meet the accessibility requirements of the Americans with Disabilities Act.

Signed: _____

- The individuals designated as Instructors meet the qualifications outlined in NMAC 18.20.3.18.

Signed: _____

- I understand that as the owner of the applicant school, I will, upon request, provide each student with a form prepared by the bureau that allows the student or their parent to notify the bureau of any comments or concerns about the school or an instructor per the NMAC 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: _____

Section 7 – Sworn Statements, cont’d

- If I have not received approval for the new location, I will not open the new location for business until I receive written approval from the Traffic Safety Division.

Signed: _____

- I understand that TSD shall not renew the license of any driver education school not in compliance with the requirements of this rule per NMAC 18.20.3.11 C(2).

Signed: _____

- I understand that failure to comply with the requirements of the rule shall be grounds for suspension or revocation of any certificate or license issued to me by the TSD and may affect my ability to renew per the NMAC 18.20.3.20.

Signed: _____

Section 7 – 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.

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.

TSC Review by _____ Date _____

NMDOT TSD _____ Date _____

Approved

Denied

Reviewer’s Comments: