



**TRAFFIC SAFETY DIVISION APPLICATION FOR
DRIVER EDUCATION SCHOOL ADDITIONAL
SCHOOL
EXTENSION SITE**

This is a licensing application for an extension site of a primary, main site, driver education school. 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.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- Ensure that all the information is completely legible.
- Provide all information requested in Sections 1 to 9 of the application form
- Submit a check or money order made payable to *Traffic Safety Division* in the amount of: \$35.00 for each extension site
- Include copies of all the required documents listed in Section 5 through 7 of the
- Application form
- Sign each statement in Section 6 of the application form
- Sign and date the application in Section 9 of the application form
- Make a copy for your records
- Mail original documents to:

**UNM Traffic Safety Center
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001**

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.

If you have any questions concerning this application or any of the forms, please contact the UNM Traffic Safety Center (TSC) by email at: tscdriverprograms@unm.edu

WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?

The UNM Traffic Safety Center (TSC), on behalf of the New Mexico Department of Transportation, 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, the TSC will contact you regarding the missing information or documents. If the TSC does not receive the missing information or documents within 30 days of the date the application was received, your application will be considered inactive. 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.

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

NO PERSON MAY OPERATE A DRIVER EDUCATION SCHOOL ADDITIONAL EXTENSION SITE UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS ISSUED AN EXTENSION SITE LICENSE.

USE OF THE EXTENSION SITE PRIOR TO THE ISSUANCE OF A LICENSE WILL RESULT IN YOUR SCHOOL RECEIVING A NOTICE OF RULE VIOLATION OR MORE SERIOUS ACTION PURSUANT TO NMAC RULES.

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

**APPLICATION FOR ADDITION OF DRIVER EDUCATION SCHOOL
EXTENSION SITE**

Section 1- Name and Address of Main Site

*** Note: Extensions sites must meet all NMAC and ADA requirements.*

Name of Driver Education School	
School owner/operator	
Main site address	
Email Address	
School Business Phone	

Section 2- List of all proposed new extension site(s)

Site ID	Physical Address
A	
B	
C	
D	

Section 3 – List of Instructors

Instructor Name	Site ID	Classroom Y/N	BTW Y/N

* Use site ID letter from section 2 above for extension sites.

**If the application is approved, listed instructors will receive a separate “extension site” certificate.

Section 4 – Vehicles Used for Behind-the-Wheel Driving Instruction

All vehicles listed will be compared to those listed on the original/renewal application and listed on the Certificate of Insurance.

Vehicle Make/Model	Vehicle License Plate	SITE ID

* Use site ID letter from section 2 above for extension sites

Section 5 – Required Documents

- Classroom Certificate of Occupancy Load (NMAC 18.20.3.9 C.2)
- \$35 Extension Site Fee
- Business License for extension site

Section 6 – Sworn Statements

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

- I continue to be the person responsible for complete compliance to all applicable laws, regulations, including the Driver Education School rules, NMAC 18.20.3.
Signed: _____
- This extension site will not open until I have received a license issued from the New Mexico Department of Transportation, Traffic Safety Division.
Signed: _____
- Furthermore, only the instructors listed within this application are approved to facilitate classes at this extension site.
Signed: _____
- I understand if I close my extension site I must notify the bureau within ten (10) days.
Signed: _____
- I understand that if I wish to move locations, I must submit a new extension site application.
Signed: _____
- I understand that TSD or designee may conduct an onsite inspection of the facility or classroom at any time.
Signed: _____
- I understand that quarterly student enrollment/completion reports will be submitted timely for all extension sites.
Signed: _____

Section 9 – Signature and Date

By my signature below, I certify, under penalty of perjury, that the information given in this application and all accompanying documents are 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: