



## TRAFFIC SAFETY DIVISION (TSD) APPLICATION FOR

### DRIVING SAFETY SCHOOL RENEWAL LICENSE

#### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before completing this application please review the Rules and Regulations pertaining to licensing, NMAC 18.20.8, at: <https://www.srca.nm.gov/parts/title18/18.020.0008.html>.

Your signature below will verify that you have taken this action

- ☐ Complete this application by typing, *or* by printing legibly in black ink
- ☐ Provide all information requested in Sections 1 to 3 of the application form
- ☐ Include copies of all the required documents listed in Section 4 of the application form
- ☐ Initial each statement in Section 5 of the application form (*handwritten only*)
- ☐ Sign and date the application in Section 6 of the application form (*handwritten only*)
- ☐ Submit a check made payable to *Traffic Safety Division* in the amount of
  - ☐ \$400.00 for the main school site plus
  - ☐ \$35.00 for each extension site
  - ☐ \$25.00 late fee if the application is postmarked on or after October 1<sup>st</sup>
- ☐ Make a copy of the completed application and required documents for your records
- ☐ Mail all documents to:

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

If you have any questions concerning this application or any of the forms, please contact the Traffic Safety Center by phone at (505) 546-9876 or by email at [TSCdriverprograms@unm.edu](mailto:TSCdriverprograms@unm.edu)

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

The UNM Traffic Safety Center (TSC) on behalf of the Traffic Safety Division (TSD), will review your application within 15 business 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, including the MVD and DPS reports.***

If the application is ***not*** complete, the TSC will contact you regarding the missing information or documents. If TSC does not receive the missing information or documents by October 31, your license will expire and the TSD will issue a notice to cease and desist operating as a driving safety school

If your license expires, you are required to submit a complete NEW ORIGINAL application for Driving Safety School with all new documents.

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

**NO PERSON MAY CONTINUE TO OPERATE A DRIVING SAFETY SCHOOL AFTER OCTOBER 31<sup>st</sup> OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVING SAFETY SCHOOL LICENSE FOR THE LICENSING YEAR COMMENCING NOVEMBER 1<sup>st</sup>.**

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

## APPLICATION FOR DRIVING SAFETY SCHOOL RENEWAL LICENSE

### Section 1 – Driving Safety School Information

School Name (as it appears on business license)	
School Physical Address (Street Address, City, State, Zip Code)	
School Mailing Address (if different from physical address) Street Address, City, State, Zip Code	
Toll-Free Telephone Number	
Local Telephone Number	
Fax Number	
E-mail Address for customers	
E-mail Address for communication with TSC	
Web Address	
Name of School Owner/Operator (responsible for compliance with state law):	
Name(s) that appear on business license (attach copy):	
Address of owner/operator:	
Telephone number of owner/operator:	
Course Type	<input type="checkbox"/> 6 hr. Course <input type="checkbox"/> 8 hr. Suspended License Course
Instruction Setting:	<input type="checkbox"/> Classroom <input type="checkbox"/> Online Distance Learning
I am also filing a separate application to be an Instructor:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2 – List of Extension Sites

Site ID	City	Street Address	Telephone
Site A			
Site B			
Site C			
Site D			

## Section 3 – List of Instructors

	Name	Telephone	Site ID*
1			
2			
3			
4			
5			
6			
7			

\* use M for the main site or the site ID letter from section 3 above for extension sites

## Section 4 – Required Documents

Please submit the following documents with this application:

☐ Variance Request (ONLY Dual Operators of both DSS and DRED Schools)

➤ **For the 2025-2026 renewal application please also submit:**

☐ A surety bond that meets the requirements of paragraph 18.20.8.9 (B)(3) of the rule.

☐ A schedule of fees applicable to students who enroll in the program including:  
A copy of the written refund and written rescheduling policy issued to each student upon enrollment;

☐ A copy of the proposed curriculum:

- If using a pre-approved manual (AAA's Driver Improvement Program, or National Safety Council's The Defensive Driving Course), only a course outline indicating time spent on each section by name is required.
- If using other curriculum, please submit full curriculum for TSD review
- Curriculum Outline including course handouts (Using the approved form)
- List of videos with source(s)

☐ Final examination questions with answer key that complies with subsection 18.20.8.11(K) or 18.20.13 (D) of the rule

☐ A copy of the Business License for main site (and extension sites located in a different city)  
*Non-New Mexico schools must provide your out of state business license or proof of registration with the Secretary of State;*

☐ A copy of the Certificate of Maximum Occupancy 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 a main and extension site(s). *Online Distance Learning Schools do NOT need to provide this document;*

## Section 5 – Sworn Statements

**Note:** A signed affirmation of each statement must be handwritten in the applicable section or the application will be returned.

- I have read and agree with the requirements of 18.20 8, NMAC, Driver Safety Schools, the rule adopted by the Traffic Safety Division regarding Driver Safety Schools.

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

- All statements sworn to in the original application are still in full force and in effect, including that I continue to be the person responsible for this school's operation and compliance with all laws and regulations.

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

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

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

- The persons who will serve as Driving Safety Instructors meet the requirements of the rule.

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

- I am in compliance with the Parental Responsibility Act, NMSA 1978, Section 405A-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: \_\_\_\_\_

- If I have not received my renewal license by November 1st, I will cease to operate the main site and all extension sites of this Driving Safety School until I have received a renewal license from the Traffic Safety Division.

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

- I understand that I shall notify the Bureau at least thirty (30) days in advance if the driving safety school intends to cease operations;
- (1) any changes in address ten (10) days before opening for business at the new location;
  - (2) the addition or closing of extension sites within ten (10) days of their opening or closing; and
  - (3) the addition or deletion of instructors within ten (10) days of their hiring or leaving.

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

### Section 6 – 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      (Handwritten Only)      Date

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

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

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

☐ Approved

☐ Denied

Reviewer's Comments: