**TRAFFIC SAFETY DIVISION**

**INSTRUCTIONS FOR COMPLETING THE DSS VARIANCE**

**REQUEST LETTER AND**

**ACCOMPANYING AFFIDAVIT**

**REQUIRED DOCUMENTATION**

* Pursuant to Driver Safety Schools (DS) Rule 18.20.8.20, both a Request for Variance and an Affidavit in support are required to be submitted.
* For both the letter and the affidavit, wherever there is *italicized text* in following form letter and affidavit delete that text and replace it with the specific information requested.
* Regarding the affidavit, the person signing it must have the authority to bind the School and that person’s signature must be placed on the affidavit **only in the actual presence of** the Notary Public.
* Make sure to copy both the Variance Request letter and affidavit for your School’s records and mail all original documents to the address listed below.

**UNM Traffic Safety Center – Licensing Section**

**MSC07 4030**

**1 University of New Mexico**

**Albuquerque, NM 87131-0001**

*Date*

UNM Traffic Safety Center - Licensing Section

MSC07 4030

1 University of New Mexico

Albuquerque, NM 87131-0001

**Re: Variance Request Regarding Driver Safety Instructor Training**

Dear Licensing Staff:

Pursuant to Driver Safety Schools (DS) Rule 18.20.8.20, *School Name* submits this request for a variance from DS Rule NMAC 18.20.8.16 G which states that “If the Bureau determines that an applicant has successfully completed the instructor training course and is otherwise fit, the Bureau will issue a certificate…”

Specifically, *School Name* is requesting a variance to permit licensure of the following driver safety instructor applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pending enrollment and completion of the next Instructor Training, or Teaching Techniques course scheduled in either **spring or summer 2026.**  The situation necessitating this variance request is that *Applicant's Name* possesses the following experience: *Applicant's relevant experience*.

Granting the variance request will not impact the applicability of the DS Rule. The purposes of the DS Rule and the statutory Driving School Licensing Act will still be met and adhered to by *School Name.* However, the public’s interest will be better served since *School Name* will better meet the needs of the public by having additional certified instructor to provide instruction and issue certificates of completion. Also, these applicants meet the requirements for certification under NMAC 18.20.8.16 : *Applicant's relevant experience.*

Pursuant to DS Rule 18.20.8.20 (C), this variance request is accompanied by a signed affidavit in support. Please contact me at your convenience if you have questions. *School Name* appreciates your time and respectfully asks for you to consider this variance for these applicants.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date*\_

*Your Name*

*Job Title*

*School Name*

**AFFIDAVIT**

I, *Operator*, with *School Name*, located at *School Physical Address*, hereby state and affirm the following under penalty of perjury:

1. I have authority to speak on behalf of and bind *School Name* given my position as *Job Title*
2. I have reviewed the contents of the Request for Variance, along with the administrative rule for Driver Safety Schools, and affirm that the contents of the Request are true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date*\_

*Your Name*

*Job Title*

*School Name*

(For Notary Public Only)

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Subscribed and sworn to me on this \_\_\_\_ day of \_\_\_\_\_ 20­\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

My commission expires on \_\_\_\_\_\_\_\_\_\_, 20\_\_.