



**DRIVING SCHOOL OWNER,  
TRAFFIC VIOLATOR SCHOOL OWNER,  
AND ALL-TERRAIN VEHICLE**

DMV USE ONLY	
OCCUPATIONAL LICENSING NUMBER	

**SAFETY TRAINING ORGANIZATION RENEWAL APPLICATION**

**IMPORTANT:** Read instructions and additional renewal requirements on the next page before continuing. Report any changes in ownership, corporate status, officers, directors, managing members, locations, or business name to your local Inspector immediately. Renewal licenses or supplies will not be released until the department receives the proper documents to record these changes. **Submit renewal immediately.**

**DATE CURRENT LICENSE EXPIRES:** \_\_\_\_\_

**SECTION A — TYPE OF LICENSE** \*See next page for additional renewal requirements.

<b>Check one box only.</b> <input type="checkbox"/> Driving School Owner <input type="checkbox"/> Traffic Violator School Owner <input type="checkbox"/> All-Terrain Vehicle Safety Training Organization	<b>FOR TVS OWNER ONLY - Check additional licenses if applicable.</b> <input type="checkbox"/> Traffic Violator School Operator <input type="checkbox"/> Traffic Violator School Instructor
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**SECTION B — SCHOOL INFORMATION**

SCHOOL NAME (DBA)		LICENSE NUMBER	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE
IS CLASSROOM INSTRUCTION GIVEN AT THIS LOCATION <input type="checkbox"/> YES <input type="checkbox"/> NO		BUSINESS AREA CODE/TELEPHONE NUMBER (   )	

**SECTION C — RENEWAL FEES**

*For renewal assistance, contact Occupational Licensing at (916) 229-3126.*

School Renewal Fee .....	\$ _____
Classroom Renewal Fee .....	_____
Branch Business Office Renewal Fee.....	_____
Surcharge to enable collection of delinquent child support .....	1.00
<b>TOTAL</b>	<b>\$ _____</b>

**SECTION D — TYPE OF OWNERSHIP**

**Check one box only.**

Sole Owner     
 Partnership     
 Corporation     
 Limited Liability Company

Association     
 Public Adult School or Community College     
 Public Agency

\_\_\_\_\_ CORPORATE NUMBER      \_\_\_\_\_ LIMITED LIABILITY COMPANY NUMBER

Collection of your social security number is mandatory. Failure to furnish all requested information will result in denial of an application for issuance or renewal of an Occupational License or permit.

OWNER'S NAMES	SOCIAL SECURITY NUMBER	TITLE

*If additional space is needed, use next page.*

**SECTION E — APPLICANT CERTIFICATION**

Must be signed by a sole owner, partner, corporate officer, or managing member of record.  
**I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

TITLE	CURRENT AREA CODE/TELEPHONE NUMBER (   )
SIGNATURE <b>X</b>	DATE



**TYPE OF OWNERSHIP *Con't.***

OWNER'S NAMES	SOCIAL SECURITY NUMBER	TITLE

**RENEWAL INSTRUCTIONS**

1. Print clearly in black ink or type. Sections A – E must be completed or the Renewal Application will be returned to you and may result in the delay in maintaining a valid license status.
2. California Vehicle Code Sections 11105.3 and 11209 requires that school licenses must be renewed before the license expiration date. Failure to comply with this requirement will result in your school being placed out of business, requiring the surrender of all issued licenses. ***There is no grace period for late renewal.***
3. Mail completed and signed form (*and additional renewal requirements listed below, if applicable*) with your renewal fees to:

Department of Motor Vehicles  
 Business Licensing Unit  
 P.O. Box 932342 MS L224  
 Sacramento, CA 94232-3420

**\*ADDITIONAL RENEWAL REQUIREMENTS**

***Driving School Owner***

- OL 206 Driving School Vehicles No Longer Used for Behind the Wheel Instruction
- OL 207 Driving School Insurance Certificate
- OL 221 Safety Inspection Report Vehicles Used For Instruction (*required for each vehicle*)
- OL 4002 Certification of Compliance California Labor Code 3700

***Traffic Violator School Owner***

- OL 737 Classroom/Branch Renewal Application
- OL 764 Request for Approval of TVS Educational Program

**OR**

- OL 766 Request for Use of an Approved TVS Program

***Traffic Violator School Operator***

- OL 756 Application for Renewal of Traffic Violator School Operator License
  - No additional fee required if currently licensed as TVS Owner with a TVS Operator Endorsement
  - Proof of completing an approved four (4) hour TVS Operator Educational Program

***Traffic Violator School Instructor***

- OL 740 Application for Renewal of Traffic Violator School Instructor License
  - No additional fee required if currently licensed as TVS Owner with a TVS Instructor Endorsement
  - Proof of completing eighteen (18) hours of traffic safety related professional continuing education within the preceding three years **OR** proof of successfully passing the written TVS instructor Exam administered by an Occupational Licensing Inspector

**OR**

An owner applying as the operator and instructor need only meet the requirements for owner/operator.

***All-Terrain Vehicle Safety Training Organization***

No additional renewal requirements.

<b>DMV USE ONLY</b>									
OCCUPATIONAL LICENSING NUMBER									

## RENEWAL FEES

### Driving School Owner

- \$ 50.00 Renewal Application
- \$ 50.00 Renewal of Branch Location (*each location*)

### Traffic Violator School Owner

- \$ 100.00 Renewal Application
- \$ 100.00 Renewal of Branch Location (*each location*)
- \$ 100.00 Renewal of Classroom Location (*each location*)

### Traffic Violator School Operator

- \$ 75.00 Renewal Application

### Traffic Violator School Instructor

- \$ 50.00 Renewal Application
- \$ 16.00 Written TVS Instructor Exam

### All-Terrain Vehicle Safety Training Organization

- \$ 50.00 Renewal Application

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**FORMS ARE AVAILABLE BY CALLING OCCUPATIONAL LICENSING AT (916) 229-3126 OR  
ON OUR WEBSITE AT: [www.dmv.ca.gov/vehindustry/ol/forms.htm](http://www.dmv.ca.gov/vehindustry/ol/forms.htm)**