

DRIVING SCHOOL & ALL-TERRAIN SCHOOL LICENSE MODIFICATIONS

MODIFICATION		REQUIRED FORMS	ADDITIONAL REQUIREMENTS	FEE
O W N E R	Change Main or Branch Address	OL 226 / OL 140	A copy of the lease, or proof of property ownership, or rental agreement, BOE Permit, Fictitious Name Statement, location photos, and city/county business license all of which must indicate the new address, and meet all signage requirements.	\$70
	Add a Branch	OL 226 / OL 140		
	Add a Classroom	OL 226 / OL 140	Must provide a lease agreement.	NO FEE
	Closed a Business or Classroom Location	OL 79 (TBD)	Until the form is available submit licenses/certificates to your local inspection office within 10 days.	
	Duplicate License	OL 226		\$15
	Establish or Change Your Mail To Address	OL 4000	Provide a letter to the department requesting the change.	NO FEE
	US Postal Service Mandated Address Change	OL 226	MUST NOT involve relocation to a new address. A copy of the city/county business license that indicate the new address, compliance with all signage requirements and a copy of the Postal Service Notice must also be provided.	
	Add an Additional DBA OR Change DBA	OL 226	Must obtain a Bond Rider, show proof of fictitious name filing, and signage must comply with all regulatory and statutory requirements.	
	Change Your True Full Name OWNER OR OPERATOR	OL 29B, ADM 9050	Copy of your driver license or other official documents that substantiate the legal name change.	NO FEE
	Student License Issuance Change	OL 804		
Deceased Owner	OL 29B, ADM 9050	Must submit a Court Appointment as executor / administer, DMV 8016 , a Bond Rider and a certified copy of the death certificate. Once all requirements are satisfied DMV will issue a one year Certificate of Convenience (see VC §11720).	\$70	
O P E R A T O R	Change School Name or Address	OL 217	MUST be submitted with owner change of name or addition of additional DBA (Doing Business As).	\$15
	Obtain A Duplicate License	OL 217		
I N S T R U C T O R	Obtain An Additional License	OL 161	Must provide an acknowledgement of employment letter provided by each school where you instruct (letter must be on the school's letterhead).	\$30
	Obtain A Duplicate/Replacement License	OL 205		\$15
	Transfer Your License - Not applicable for Independent Driving Instructor	OL 205	School you are transferring to must be currently licensed with DMV. Must also surrender your current instructor's license and enclose with your request. Independent Driving Instructors will need to complete an original application OL 161 .	
	Change Your True Full Name or Address	OL 205	Must provide a copy of your driver license that substantiates the name change.	NO FEE