

IDAHO STATE DRIVING BUSINESSES LICENSURE BOARD

Idaho Division of Occupational and Professional Licenses

11341 W. Chinden Blvd., Building #4 Boise, ID 83714 or

P.O. Box 83720, Boise ID 83720-0063

Phone: (208) 334-3233 Website: <https://dopl.idaho.gov>

E-mail: drb@dopl.idaho.gov

APPLICATION FOR DRIVING BUSINESS LICENSE INSTRUCTIONS

Please note that according to Section Idaho Code § 54-5405, the business must be licensed to operate. A driving business license is not transferable. The business licensee must conspicuously display the license at the business's principle classroom location.

Please complete this form by providing the requested information (please print - note the attached instructions). Your signature must be notarized and the appropriate fees must be attached. Submit the completed form to the address noted above. **Incomplete applications that do not include all the items required (excluding those items that must be sent directly to our office from an issuing authority) will delay licensure.** Processing will be delayed for applications that do not include a tax identification number or social security number (or other documentation required under Idaho Code § 73-122).

Please arrange for the delivery of the following documents (all documents must be received before the application will be reviewed by the Board):

- Criminal History Background Check for the applicant (if a natural person) and all persons identified in No. 8. Please include the fingerprint card and the \$33.25 fee for any persons requiring a background check. (Rule 225.02)
- Certificate of Occupancy Load for each classroom location identified in No. 5.a. and b., above for a business that offers classroom instruction in a physical location. (school buildings, government buildings and/or churches or synagogues are exempt)-- this form can be obtained and completed through your local City Hall or Fire Department (Rule 225.03)
- List of all vehicles that the business will utilize in offering driver's education (Rule 225.06)
- Annual Vehicle Inspection form for each listed vehicle (Rule 225.06a)
- Commercial Certificate of Insurance for automobile insurance for each vehicle with the required minimum coverage (Rule 225.04)
- List of licensed instructors employed or contracted by the business to teach driver's education (Rule 225.05)
- Copy of Course of Instruction to be used when instructing students (Rule 225.07 & 8)
- Copy of grading criteria
- Drive log form
- Application fee of \$25.00 and Initial License fee of \$125.00

FEES ARE NOT REFUNDABLE. Please make checks and money orders payable to IBOL. All returned checks are subject to a \$20.00 fee and the application will be invalid.

Please keep a copy of this application for your records.

ATTENTION MEMBERS AND SPOUSES OF MEMBERS OF THE ARMED SERVICES

If you are a member of the armed forces, an honorably discharged veteran or the spouse of an active member or veteran of the military, you are entitled to certain benefits because of your service. Those benefits may include expedited processing of your application and credit for military training that is relevant to the occupational license/registration for which you are applying. For a full explanation of eligibility and a comprehensive description of benefits available, see [Idaho Code §§ 67-9401-9407](#). Additionally, active members of the military may be eligible for a waiver of renewal fees and other renewal requirements, see [Idaho Code § 67-2602A](#).

Note: The applicant's signature must be notarized. The applicants must declare the answers provided are true in front of a notary (jurat). The language "subscribed and sworn" must appear before the applicant's signature. An "acknowledgement" where the notary only verifies the identity of the applicant is not acceptable.

If the name on your application does not match the proof of age document or the transcripts, please provide proof of the name change in the form of a marriage certificate, divorce decree or court order.

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APPLICATION FOR DRIVING BUSINESS LICENSE

I hereby apply for an Idaho driving business license under Title 54, Chapter 54, Idaho Code. I submit the following information in support of my application:

1. **Applicant's Legal Name** _____
(This is the person/entity to be issued the license.)

2. **Assumed Business Name, if any** _____
(Applicant must provide if it will offer drivers education under any name other than the legal name listed in No. 1 above)

3. **Social Security Number (if Sole Proprietor) or Federal Tax Identification Number** _____
(This is not a public record; required by I.C. § 73-122.)

4. **Business Mailing Address** _____
Street/PO Box City State Zip
(This address will be the address of record used by the Board/Division for all written communications with the licensee)

5. **Are you or your spouse an active member or honorably discharged veteran of the United States Armed Services?** () Yes () No

6. **Is this an application for a second location where the licensee will conduct driver education for more than 60 days?** () Yes () No

7. **How is the classroom instruction provided?** () Online Only
() Classroom Only
() Classroom and Online

(If the instruction is in a classroom complete the information in a. and b. below. Otherwise skip to question 7.)

a. **Address of Principal Classroom Location** _____
(If different from 4, above.) Street City State Zip
(A driving business license enables a licensee to have one principal classroom location)

b. **Address(es) of Any Secondary Classroom Location(s)** (i.e., any other location at which the licensee will conduct driver education for sixty or fewer days in a one-year period. Attach separate sheets, if necessary)

_____ Street City State Zip

_____ Street City State Zip

8. **Business Phone** () _____ **Fax**() _____ **E-mail** _____

APPLICATION FOR DRIVING BUSINESS LICENSURE

(continued)

9. If the applicant is a corporation, identify its shareholders having a 25% or greater ownership interest and its officers. If applicant is a limited liability company, identify its members and managers. If it is a partnership, identify its partners. (Please use a separate sheet of paper is necessary)

Name Street/PO Box City State Zip relationship to applicant

Name Street/PO Box City State Zip relationship to applicant

Name Street/PO Box City State Zip relationship to applicant

10. Has the applicant, any person identified in No. 9 above, or any listed instructor (instructor list must be attached) ever:

a. Had any license, certificate or registration to operate a driving business or to work as a driving instructor suspended or revoked in any jurisdiction? () Yes () No

(If Yes, a certified copy of the order of suspension or revocation must be attached and received by the Board before the application will be processed.)

b. Been convicted, found guilty, received a withheld judgment or suspended sentence in this or any other state, of any action constituting a felony or of a crime involving moral turpitude? () Yes () No

(If Yes, the Criminal Conviction Disclosure Form, official court documents, and probation and parole documents along with any other relevant information must be received with this application.)

c. Been found by a court of law or administrative board or agency to have been negligent or reckless in the practice of driver education? () Yes () No

(If Yes, a certified copy of the document expressing such findings must be attached and received by the Board before the application will be processed.)

AFFIDAVIT

Upon oath I certify each of the following: (1) the responses and information provided in this application and in the attached addendum(s) and documentation are true and correct to the best of my knowledge; (2) I am the applicant named in and who has signed this application; (3) I am a United States citizen or a legal permanent resident or I am otherwise lawfully present in the United States; (4) I have read and will conform to the Laws and Rules governing the profession for which I am seeking a license or authority to practice; (5) I acknowledge and agree the use of intentional misrepresentation or fraud in this application or violation of any Laws or Rules governing the profession for which I am seeking a license or authority to practice shall constitute cause sufficient for denial, suspension, cancellation or revocation of any license or authority applied for or granted to me; (6) I will provide additional or corrected information if material changes occur which would cause responses or information provided in or with this application to be inaccurate or incomplete; (7) I authorize and direct any person, agency, firm, or other entity to release, upon the request of the Idaho Division of Occupational and Professional Licenses or its authorized representative, any information, communication, report, record, statement, disclosure, or recommendation that may have bearing on my eligibility for or maintenance of the license or authority for which I am applying and hereby release and exonerate any of them from any liability of any kind resulting from the release or collection thereof; and (8) I authorize the Division of Occupational and Professional Licenses to release to any other regulatory entity in any jurisdiction any information requested about me that may otherwise be protected or confidential that may have bearing on my eligibility for or maintenance of any license or authority issued or applied for in this or any jurisdiction and hereby release and exonerate them from any liability of any kind resulting from the release thereof.

Printed Name of Applicant

Signature of Applicant

State of _____, County of _____, ss

Subscribed and sworn before me this _____ day of _____, 20 ____

(seal)

Notary Public Official Signature
My Commission Expires _____



Idaho State Police
Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from the Idaho Driving Businesses Licensure Board that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website <https://isp.idaho.gov/bci/criminal-history/>.

**700 S. Stratford Dr., Ste. 120
Meridian, ID 83642**

Nov-19