



## NEW DRIVER EDUCATION INSTRUCTOR APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in **black ink**. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

**DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.**

1. **NAME** – Write your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. **DATE OF BIRTH** – Write your birthdate.
3. **GENDER** – Select whether you are male or female.
4. **SOCIAL SECURITY NUMBER** – Social Security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:  
[www.oag.state.tx.us/child/index](http://www.oag.state.tx.us/child/index) or call (512) 460-6000 or (800) 252-8014.
5. **MAILING ADDRESS** – Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
6. **PHONE NUMBER** – Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
7. **EMAIL ADDRESS** – Write your email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
8. **DRIVERS LICENSE NUMBER** - Provide the number on your driver's license, the listed state on the license, the Drivers license class, and the date the license will expire. Provide the date you received your first drivers license. **Submit a clear photocopy of your current, valid drivers license.**
9. **DRIVER EDUCATION SCHOOL(S) AT WHICH YOU ARE (OR EXPECTED TO BE) EMPLOYED** - List the course numbers, name of the schools you are or expect to be employed by, school address, and school phone number.
10. **DRIVER EDUCATION ENDORSEMENTS** - Check the box next to the type of endorsement(s) you wish to apply. Please ensure that all educational requirements for the type of endorsements(s) requested are met, and copies of appropriate certifications, training records, and documents are included.

**Supervising Teacher** – Submit the following:

1. Texas teacher certificate;
2. proof of successful completion of the TECAT or EXCET test; and
3. one of the following:
  - a) a copy of an official transcript indicating successful completion of 15 semester hours of driver and traffic safety education; or
  - b) evidence of completion of an equivalent board-approved Supervising Teacher Instructor Development Course.

**Supervising Teacher – Teaching Assistant (Full)** – Submit the following:

1. a valid teaching assistant-full certificate issued by the appropriate TDLR division that indicates approval for all phases of laboratory instruction and instructional assistance in the classroom; and
2. one of the following:
  - a) a copy of an official transcript indicating completion of 15 semester hours of driver and traffic safety education; or
  - b) evidence of completion of a board-approved Supervising Teacher Instructor Development Course.

**Driver Education Teacher** – Submit the following:

1. Texas teacher certificate;
2. proof of successful completion of the TECAT or EXCET test; and
3. one of the following:
  - a) a copy of an official transcript indicating successful completion of 9 semester hours of driver and traffic safety education; or
  - b) evidence of completion of an equivalent board-approved Driver Education Teacher Instructor Development Course.

**Temporary Non-Renewable Driver Education Teacher** – Submit the following:

1. Texas teacher certificate, issued before February, 1986;
2. proof of 9 semester hours of driver education and traffic safety;
3. demonstrates an intention, in writing, to complete the TECAT examination at the first opportunity.

**NOTE: This license is valid for six (6) months only**

**Teaching Assistant (Full)** – Submit one of the following:

1. a transcript which indicates completion of 9 semester hours of driver and traffic safety education; or
2. evidence of completion of a board-approved Teaching Assistant (Full) Instructor Development Course.

**Teaching Assistant** – Submit one of the following:

1. a transcript which indicates completion of 6 semester hours of driver and traffic safety education; or
2. evidence of completion of a board-approved Teaching Assistant Instructor Development Course.

Teaching Assistant Certificates may be obtained from TX Dept. of Licensing and Regulation, 920 Colorado St Austin, Texas 78701. The telephone number is (800) 803-9202.

11. **EMPLOYMENT EXPERIENCE FOR THE LAST YEAR** - List the schools, address, duties, subjects taught with the beginning and ending dates. Note: if more space is need add another piece of paper. **The \$50 processing fee may be waived for a driver education instructor license applicant who is a current driver education teacher in a public school.**
12. **CRIMINAL HISTORY** – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/MISC/lic002.pdf](http://www.tdlr.texas.gov/MISC/lic002.pdf).

If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at [www.tdlr.texas.gov/crimHistoryEval.htm](http://www.tdlr.texas.gov/crimHistoryEval.htm)

### **NEW APPLICANTS**

All new applicants must submit to a national criminal history record information review. Each applicant is required to pay fees related to obtaining the criminal history record information and submit to fingerprinting.

Applicants are responsible for paying fingerprinting and National criminal history record information review at the time of fingerprinting to the Fingerprinting Services with the Texas Department of Public Safety, Fast Program. Acknowledgements, Complaints, Suggestions, and Questions please contact 512-424-2365, option 6 or [fingerprint.service@dps.texas.gov](mailto:fingerprint.service@dps.texas.gov).

Instructions for scheduling an appointment for fingerprinting is on page 3 and 4 of these instructions. If an applicant is fingerprinted with the wrong **Service Code or MNU#**, they will need to be reprinted and all fees will need to be paid again. Neither TDLR nor DPS will be able to refund fees if the applicant schedules the appointment incorrectly.

More information about the fingerprint requirements may be found at: [http://www.txdps.state.tx.us/administration/crime\\_records/pages/applicantfingerprintservices.htm](http://www.txdps.state.tx.us/administration/crime_records/pages/applicantfingerprintservices.htm)

13. **DISCIPLINARY ACTION HISTORY** – Indicate if you have ever had an occupational license, certification, or Registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf](http://www.tdlr.texas.gov/misc/DisciplinaryActionQuestionnaire.pdf).
14. **STATEMENT OF APPLICANT** - Carefully read the statement of applicant before dating and signing your application.

### **APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES**

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: <http://www.tdlr.texas.gov/military.htm>.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: [cust.assist@tgslc.org](mailto:cust.assist@tgslc.org).**



# TEXAS DEPARTMENT OF PUBLIC SAFETY CRIME RECORDS SERVICE

## Access & Dissemination Bureau



### PROCEDURE TO ACCESS CRIMINAL HISTORY RECORD INFORMATION (CHRI) FOR (Department of Licensing & Regulation-Drivers Education and Safety)

**FINGERPRINTS SUBMITTED ELECTRONICALLY TO DPS:** The DPS has entered into an exclusive contract with MorphoTrust USA to provide statewide electronic fingerprinting through DPS FAST locations operated by Identogo. Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at <https://uenroll.identogo.com/servicecode/11H73Q> or by calling 1-888-467-2080. DPS FAST locations operated by Identogo are committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses.

#### 1. SCHEDULING YOUR FINGERPRINT APPOINTMENT:

Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at <https://uenroll.identogo.com/servicecode/11H73Q> or by calling 1-888-467-2080.

##### When Scheduling Online:

- Select **Schedule Appointment**.
- Follow the prompts to enter requested information.
- Select a location nearest to you and a convenient date and time.
- Once you have scheduled your appointment you are not required to bring the service code form to your appointment.

##### When Scheduling Over The Phone:

- Have the Texas Fingerprint Service Code form before calling.
- MorphoTrust will prompt you for the service code.
- The service code for a personal review is **11H73Q**.
- The call center operator will ask you for your demographic information, i.e. Date of Birth, Sex, Race, Ethnicity, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address.
- You will select a location nearest to you for your fingerprint appointment.
- Once you have scheduled your appointment you are not required to bring the service code form to your appointment.

#### 2. YOUR FINGERPRINT APPOINTMENT:

- Arrive at your scheduled appointment with your photo identification and fee payment.
- If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here: <http://www.t1enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
- MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.

***\*Please note that personal checks and cash will not be accepted.***

- Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
- At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
- Do not throw away the receipt.
- You may check status on your submission by clicking on this link: <https://uenroll.identogo.com/servicecode/11H73Q>

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

**FINGERPRINTS SUBMITTED BY MAIL THROUGH MORPHOTRUST:** The following process must be followed to submit fingerprint hard cards to MorphoTrust. The results will be mailed to the designated recipient provided by the individual. If you have any questions, please call (512) 424-5079.

#### 3. PRE-ENROLL YOUR FINGERPRINT HARD CARD SUBMISSION:

##### Online Registration:

- You may begin the process now by clicking on this link: <https://uenroll.identogo.com/servicecode/11H73Q>.
- Choose "Submit a Fingerprint Card by Mail".
- Complete Person Information and Designated Recipient screens.
- Complete payment screen.
- Print the confirmation document (contains bar code).
- Sign the waiver and fill in contact information.

##### Telephone Registration:

- You may contact MorphoTrust at 888-467-2080.
- Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code.
- Your Service Code is **11H73Q**.
- Inform the MorphoTrust representative that you wish to pre-enroll for a "hard card submission".
- Once payment is complete a summary confirmation document will be emailed to you.
- Print the confirmation document, sign the waiver and fill in the contact information
- Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation page.

**PROCEDURE TO ACCESS CRIMINAL HISTORY RECORD INFORMATION (CHRI) FOR  
(Department of Licensing & Regulation-Drivers Education and Safety)**

**PAY BY CREDIT CARD, BUSINESS CHECK OR MONEY ORDER**

During your registration you will be provided an opportunity to make your payment by credit card or to elect to mail in your payment by business check or money order made out to MorphoTrust USA with your submission.

**\* No Personal Checks will be accepted**

**4. COMPLETE THE FINGERPRINT CARD:**

Following information regarding person whose record is to be searched, must be completed on the fingerprint card:

- a) Printed last name, first name, middle name of individual, including all alias names.
- b) Sex, race, date of birth, Social Security Number.
- c) Complete, legible set of fingerprints on a DPS approved fingerprint card which may be obtained from a law enforcement agency or FAST provider near you. Visit <https://uenroll.identogo.com/servicecode/11H73Q> or call 1-888-467-2080 to locate a FAST provider near you. **Individual's signature must be on the fingerprint card.**

*The cost for obtaining an ink card may vary and is not included in the Texas Background check fingerprint registration process or fee. **Cards must be mailed to the vendor, fingerprints cannot be submitted electronically from outside the State of Texas.***

**5. SUBMISSION:**

Mail the completed Personal Review Service Code Form, completed fingerprint card and payment (if applicable) to:

**MorphoTrust USA Texas Card Scan  
3051 Hollis Dr, Ste 310  
Springfield, IL 62704**



**IdentoGO**  
By MorphoTrust USA

Dept of Licensing & Regulation-Driver Ed & Safety

Texas Fingerprint Service Code Form

**Service Name: Dept of Licensing & Regulation-Driver Ed & Safety**

To schedule your ten-minute fingerprint appointment, simply click [here](#) or visit <https://uenroll.identogo.com> and enter the following Service Code

11H73Q

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

#### Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080



## NEW DRIVER EDUCATION INSTRUCTOR LICENSE APPLICATION

**DO NOT WRITE ABOVE THIS LINE**

This completed form **must be accompanied by required educational documents and the application fee.**

**APPLICATION FEE: \$75 (FEE IS NON-REFUNDABLE)**

1. Name:

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle Name \_\_\_\_\_ Suffix \_\_\_\_\_

2. Date of Birth:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Month Day Year

3. Gender:

Male  Female

4. Social Security Number:

(See instruction sheet for disclosure information)

5. Mailing Address: (Used to receive mail from TDLR)

\_\_\_\_ Number, Street Name, Suite Number/Apartment Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

6. Phone Number:

(\_\_\_\_) \_\_\_\_\_  
 Area Code Phone Number

7. Email Address:

\_\_\_\_\_  
 (Ex: john.doe@aol.com) See instruction sheet for disclosure information

8. Driver License #: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date you received your first drivers license: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

9. Driver Education School(s) at which you are (or expected to be employed).

Course#	Name of Licensed School	Address	City	State	Phone Number
C					( )
C					( )
C					( )

10. Driver Education Endorsements:

**Indicate the type of endorsement(s) which you wish to apply. Please ensure that all educational requirements for the type of endorsement(s) requested are met, and copies of appropriate certifications/training records/documents are included.**

- Supervising Teacher (15 Semester Hours of Driver & Traffic Safety Education + Texas Teacher Certificate)
- Supervising Teacher / Teaching Assistant (Full) (15 Semester Hours of Driver & Traffic Safety Education)
- Driver Education Teacher (9 Semester Hours of Driver & Traffic Safety Education + Texas Teacher Certificate)
- Temporary Non-Renewable Driver Education Teacher (see instructions)
- Teaching Assistant (Full) (9 Semester Hours of Driver & Traffic Safety Education)
- Teaching Assistant (6 Semester Hours of Driver & Traffic Safety Education)

**Evidence of completion of all educational requirements must be submitted.**

11. Employment experience for the last year. (To waive the \$50 processing fee, provide the public school district information where you are currently employed and teaching driver education.)

Employer / School	Address, City, State, Zip Code	Duties / Subjects Taught	From (Mo / Yr.)	To (Mo / Yr.)

12. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?  Yes  No  
If YES, complete and submit a Criminal History Questionnaire (CHQ) for each offense.

**SEE INSTRUCTION SHEET FOR MORE INFORMATION**

13. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state?  Yes  No  
If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application.  
(This does **not** include your driver license.)

**14. STATEMENT OF APPLICANT**

By signing this application, I certify all information submitted on this and the attached forms is true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I certify that I have read and will comply with all applicable provisions of Occupations Code Chapter 51, Education code Chapter 1001 and Texas Administrative code Chapters 84. I understand that providing false information on this application may result in denial of this application or revocation of the license I am requesting and the imposition of administrative penalties.

\_\_\_\_\_ Date Signed

\_\_\_\_\_ Signature of Applicant

Large empty rectangular area for the applicant's statement.