



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## UPGRADE DRIVER EDUCATION INSTRUCTOR LICENSE 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. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper.

**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 Name, First Name, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(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.texasattorneygeneral.gov/child-support](http://www.texasattorneygeneral.gov/child-support) or call (512) 460-6000 or (800) 252-8014
3. EMAIL ADDRESS – Write your email address. By providing my email address I authorize TDLR to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
4. 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.
5. PERSONAL 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.
6. BUSINESS PHONE NUMBER - Write the telephone number, including the area code, of the business listed.
7. DRIVER LICENSE INFORMATION – Write the number on your driver license, the 2-letter state abbreviation it was issued, the class and expiration date shown on the card.
8. ENDORSEMENT TO BE UPGRADED – Check the box(s) in the driver education endorsements you would like to upgrade.
  - 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)
  - Teaching Assistant (Full) (9 Semester Hours of Driver & Traffic Safety Education)
9. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application.

### SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation  
P.O. Box 12157  
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and you check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at [tdlr.texas.gov](http://tdlr.texas.gov) or reach Customer Service via webform where you can submit your request for assistance and include attachments needed at <https://www.tdlr.texas.gov/help> or (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989 or Fax: (512) 463-9468. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).



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## UPGRADE DRIVER EDUCATION INSTRUCTOR LICENSE APPLICATION

DO NOT WRITE ABOVE THIS LINE

**UPGRADE APPLICATION FEE: \$25.00  
(FEE IS NON-REFUNDABLE)**

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

1. Name:

Last Name

First Name

Middle Name

Suffix

2. Social Security Number:

3. Email Address:

See Instruction Sheet for Disclosure Information

Ex: [john.doe@aol.com](mailto:john.doe@aol.com) See Instruction Sheet for Disclosure Information

4. Mailing Address:

(P.O. Box, Number, Street Name/Apartment Number)

City

State

Zip Code

5. Personal Phone Number:

6. Business Phone Number:

Area Code

Number

Area Code

Number

7. Driver License #:

State:

Class:

Expiration Date:

8. **Indicate the endorsement(s) to be upgraded.** *(Submit evidence of completion of educational requirements for changes.)*

**DRIVER EDUCATION ENDORSEMENTS:**

- 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)
- Teaching Assistant (Full) (9 Semester Hours of Driver & Traffic Safety Education)

**EVIDENCE OF COMPLETION FOR UPGRADE MUST BE SUBMITTED**

9. STATEMENT OF APPLICANT

By signing this application, I certify all information submitted on this and the attached forms is true and accurate. 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. I acknowledge that I am responsible for knowing and following the current laws and rules that govern driver education instruction.

Signature

Date

Typed or Printed Name of Applicant