



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157
800-803-9202 - (512) 463-6599 - FAX (512) 463-1512
www.tdlr.texas.gov des@tdlr.texas.gov

DRIVER EDUCATION SCHOOL FEE SHEET

ALL FEES ARE NONREFUNDABLE

(C) _____
School / Branch # _____ Name of School _____

Total amount of money transmitted with this sheet: \$ _____

PRIMARY SCHOOL FEES:

- \$ 1,000.00 – Initial application fee for a primary driver education school license
- \$ 1,000.00 – Change of ownership greater than 50 % (See Texas Administrative Code, 84.2 (6))
- \$ 200.00 – Renewal fee for school
- \$ 300.00 – Late renewal fee
- \$ 400.00 – Late Late renewal fee
- \$ 100.00 – Change in the name of the school or school owner
- \$ 180.00 – Change in the address of the school
- \$ 25.00 – Each additional course
- \$ 500.00 – Application fee for Traditional 6-Hour Adult Classroom course
- \$ 9,000.00 – Application fee for Online 6-Hour Adult Classroom course
- \$15,000.00 – Application fee for 32-Hour Alternative Method of Instruction (AMI) for a driver education classroom
- \$ 500.00 – Application fee for approval of each instructional hour of an AMI
- \$ 25.00 – Duplicate/ Replacement License Fee

BRANCH SCHOOL FEES:

- \$ 850.00 – Initial application fee for a branch driver education school
- \$ 850.00 – Change of ownership of a branch school greater than 50% (See Administrative Code, 84.2(6))
- \$ 200.00 – Renewal fee for a branch school
- \$ 400.00 – Late renewal fee for a branch school
- \$ 100.00 – Change in the name of the school or school owner
- \$ 180.00 – Change in the address of the school
- \$ 25.00 – Each additional course
- \$ 25.00 – Duplicate/Replacement License Fee

MAKE PAYMENTS PAYABLE TO: TX DEPT OF LICENSING AND REGULATION or TDLR MAIL	
PAYMENTS AND ALL DOCUMENTATION <u>WITH</u> THIS FEE SHEET TO:	
<u>REGULAR MAIL:</u>	<u>FOR OVERNIGHT EXPRESS MAIL:</u>
TX DEPT OF LICENSING AND REGULATION	TX DEPT OF LICENSING AND REGULATION
P O BOX 12157	920 COLORADO ST
AUSTIN TX 78711-2157	AUSTIN TEXAS 78701
(800) 803-9202 (512) 463-6599	



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Education and Examination Division

*P. O. Box 12157 • Austin, Texas 78711 • (512) 463-6599 • (800) 803-9202
Fax: (512) 463-1512 • Email: des@tdlr.texas.gov • Website: www.tdlr.texas.gov*

Driver Education Branch School Renewal Instructions

1. **Assumed Name/DBA of School** - Enter the official name of the school. This must be the name used in advertisements.
2. **Branch School License Number** – Write the license number to the school
3. **School Mailing Address and Contact Information** - Enter the schools mailing address, phone number, fax number, email address and website address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your e-mail address is confidential pursuant to the Texas Public Information Act and will not be shared with the public
4. **Physical Address** - Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address
5. **Name and License Number of Teacher of Record**- If offering classroom phase you must include the name and license number to the supervising driver education teacher or driver education teacher employed at the school who is directly responsible for the classroom instructional phase
6. **Ownership Information Page** – List the name, title, contact phone number, and ownership information for each owner of the school
7. **Signature of Applicant(s) and/or Officer(s)** - Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

REQUIRED DOCUMENTS FOR RENEWAL APPLICATION

- **Fee and Fee Sheet**
- **Completed Renewal Application**
- **Bond Continuation Agreement – (See section 1001.207 (a) and (b) for bond requirements)**
- **Insurance Declarations Page – (Must include coverage for uninsured/underinsured motorist)**
- **Staff Roster**
- **Motor Vehicle Fleet Form**
- **Copy of Current Vehicle Registration Receipt (From the Texas Department of Motor Vehicles)**

Application Process

Applications are processed in the order received. Our division cannot specify the length of time it will take to approve your renewal. During the review process, you will be notified in writing of any discrepancies/requirements not met. A license will not be renewed if you do not submit the appropriate renewal fees and required documents. Once renewed a license will be mailed to the mailing address provided on your renewal application.



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Driver Education Branch School Renewal Application

RENEWAL FEE (FEES ARE NONREFUNDABLE)

\$200.00 — Postmarked on or before expiration date

\$300.00 — License expired for 90 days or less

\$400.00 — License expired for more than 90 days but less than 18 months

A school paying a late renewal fee is not required to pay the renewal fee in addition to the late renewal fee.

1. Assumed Name or DBA of School

2. Branch School License Number

3. School's Mailing Address and Contact Information (USED FOR ALL CORRESPONDENCE)

Number, Street Name Suite Number/Apartment Number

City

State

Zip Code

Email Address (johndoe@aol.com for example)

(School's Website Address)

Area Code Business Phone Number

Area Code Fax Number

Contact Person's Name

Phone Number

Email Address

4. School's Physical Address (where permanent records are kept)

Number, Street and Ste No.

City

State

County

Zip Code

5. Name and License Number to Teacher of Record

THIS FORM CONSISTS OF 2 PAGES



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DRIVER EDUCATION SCHOOL OWNERSHIP INFORMATION PAGE

6. Corporations: List name, titles of officers and contact number. **Partnerships:** For each partnership, list the name of each general partner and contact number. If any partner is a business entity, then list name and title of officers or partners, along with contact number. Attach an additional sheet if necessary.

Name (full name)	Title	Contact Number	% of Ownership (partnerships)

STATEMENT OF APPLICANT(S)

7. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Title 5, Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 84). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Applicant Signature

Date Signed

Printed Name

Title



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DRIVER EDUCATION SCHOOL STAFF ROSTER

(C _____) _____
School / Branch # Name of School

Instructions:

1. Write the name and license number to each current instructor employed at the school
2. A separate staff roster must be submitted for each branch location.
3. Use this form when adding or removing instructors, check the box to indicate if you are adding or removing an instructor
4. Schools offering classroom instructional phase must have a current Supervising Driver Education Teacher or Driver Education Teacher on file **before** the school license will be processed

First and Last Name of Instructor	Instructor License Number	Adding	Removing
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

MOTOR VEHICLE FLEET

Exhibit G-1

(C _____) _____ (_____) _____
 School / Branch # Name of Driver Education School Business Phone Date

Instructions: List the Make, Model, and VIN number to all of the vehicles you will use to conduct the In-Car instruction.

Use this form when adding or removing vehicles for each driver education school and branch location. All updates must be submitted to the department within (10) days along with a copy of your vehicle insurance showing the vehicle(s) covered and **include coverage for uninsured or underinsured motorists.**

Year	Make	Model	VIN Number	Add	Remove

Note: Use of an unapproved vehicle is a violation of Title 16 Texas Education Code Chapter 84 Title 19, Texas Administrative Code Section 84.113

 Signature of Authorized Representative of Driver Education School Printed Name of Authorized Representative of Driver Education School Date