



WASHINGTON STATE DEPARTMENT OF
LICENSING

Driver Training School/ Instructor Change Request

Driver training school instructors can request a duplicate instructor license, change their name/address, or add a trainer endorsement.

Online: <https://professions.dol.wa.gov>

Or **when requesting a duplicate license by mail** include this completed form and a **\$5** check or money order (payable to the Department of Licensing) to:

Driver Training Schools
Department of Licensing
PO Box 35001
Seattle WA 98124-3401

Licenses are available for self-printing with an online account. If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

- \$0 self-print license online.
 \$5 each. DOL print and mail license. Quantity _____ Total \$ _____

For all other requests, mail this completed form or scan and email to:

Driver Training Schools
Department of Licensing
PO Box 9027
Olympia WA 98507-9027

Email: tse@dol.wa.gov

For questions or language help call: (360) 902-3703

Instructor

Request type (<i>check one</i>)	
<input type="checkbox"/> Duplicate license – \$5 fee	
<input type="checkbox"/> Name change – Provide proof of legal name change	
<input type="checkbox"/> Address change	
<input type="checkbox"/> Add trainer endorsement (<i>attach documentation of 1,000 hours instruction or 5 years experience</i>)	
TYPE or PRINT Full legal name	License number
If name change – New name	
Mailing address, City, State, ZIP code	
If address change – New mailing address, City, State, ZIP code	
Email	(Area code) Phone number

TYPE or PRINT Name

X

Instructor signature

Date