WASHINGTON STATE DEPARTMENT OF LICENSING

Request to Update Testing Contract

Use this form to do one the following updates to your Driver Training School (DTS) testing contract:

- Update a locations physical or mailing address
- Add or remove a branch location
- Update the signature authority or contract manager
- Add or remove skills exam offering

For help with this form, call 360-902-3703 or email tse@dol.wa.gov.

For ADA assistance, visit dol.wa.gov/accessibility, or call 360-902-3900 or 711 for relay service.

Step 1–Prepare to submit your contract update

You can submit this change online by visiting professions.dol.wa.gov and select **Update Contract** on the Account Management Request (AMR) page. You can also apply by emailing this completed form and required documentation to tse@dol.wa.gov.

Depending on the type of changes you request, you may be asked to provide the following information:

- Updated exam policies
- At least two skills exam routes

Step 2–Provide the contract information

Provide the information for the main driving school or school district.

Contract manager name	Contract number
Name of main driving school or school district	License number

If this request effects more than one location, you can provide the additional license numbers of those locations below.

License number	License number	License number
License number	License number	License number

continued on next page

Step 3–Provide the updated information

Check the changes you want to make and provide the information in that section. You can select more than one change in this request.

☐ Section 1–I want to update a mailing address

Current mailing address		
City	State	ZIP code
New mailing address		
City	State	ZIP code

☐ Section 2–I want to update a physical location address

Current physical street address		
City	State	ZIP code
New physical street address		
City	State	ZIP code
Days available for exams ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐Sunday		
Hours available for exams ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.		

☐ Section 3–I want to add a branch location

School name (if different from school name in Step 2)	Branch license number	
Physical street address		
City	State	ZIP code
Contract manager name (if different from contract manager from Step 2)		

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Step 3–Provide the updated information (continued)

☐ **Section 3–I want to add a branch location** (continued)

Examination type ☐ Knowledge and skills exam ☐ Knowledge exam only
Days available for exams ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐Sunday
Hours available for exams ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.

☐ **Section 4–I want to remove a branch location**

School name	Branch license number

☐ **Section 5–I want to update a signature authority or contract manager**

☐ Remove a signature authority

Signature authority name

☐ Add or update a signature authority

Previous signature authority name (if applicable)	
New signature authority name	Title
Phone number	Email address

☐ Remove a contact manager

Contract manager name	Contract number

☐ Add or update contract manager

Previous contract manager name (if applicable)	
New contract manager name	Title
Phone number	Email address

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Step 3–Provide the updated information (continued)

☐ **Section 6–Add or remove skills exam offering**

School name	License or certificate number

Change type

☐ Add the ability to offer skills exams from this school
You must submit updated exam policies and at least two skills exam routes.

☐ Remove the ability to offer skills exams
You must submit updated exam policies.

Step 4–Certify the information you provided

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Type or print name

X
Applicant signature

Date **(mm / dd / yyyy)** signed

Place **(city or county)** signed