WASHINGTON STATE DEPARTMENT OF LICENSING

# Driver Training School Staff Certificate Application

[redacted]

22204-APPLICATIONS

Apply for a Driver Training School staff certificate.

**Online:** https://professions.dol.wa.gov

Or mail this completed application to:

**Driver Training School Programs and Services Division**
**Department of Licensing**
**PO Box 35001**
**Seattle, WA 98124-3401**

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

**This application is:** *(check one)*
☐ Initial application (fingerprints required)
☐ Renewal (fingerprints required)

## Applicant information

| Name **exactly** as it appears on your driver license/ID card *(Last, First, Middle initial/name)* | | | Staff certificate number *(if available)* |
|---|---|---|---|
| Mailing address | | | |
| City | State | ZIP code | Email |
| (Area code) Home phone number | Washington driver license number | | Expiration date |

Military? *(check if applicable)*
Current or former: ☐ Military member ☐ Military spouse or domestic partner

Answer the following
1. Do you have unsupervised contact with students? . . . . . ☐ Yes ☐ No
2. Are you authorized to enter data into the SAW portal for waivers and course completes? . . . . ☐ Yes ☐ No
3. Are you authorized to enter test scores into the SAW portal on behalf of your school?. . . . . ☐ Yes ☐ No

## Acknowledgement of privacy rights

**Please make certain you review the FBI Privacy Act Statement at www.dol.wa.gov/business/fingerprinting.html.**

## Declaration

**Any misrepresentation or concealed material facts will be sufficient cause for denial or suspension of your license.**

Any conduct resulting in violation of the laws governing driver training schools or instructors will be just cause for revocation or suspension of your license or other sanctions. RCW 18.235; 46.82

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

**TYPE or PRINT** Name

Date and place

**X** **When you have completed this form, please print it out and sign here.**

Signature of applicant

RCW 46.20; 46.61; 46.82; 46.82.325
WAC-308-10