

# REQUIRED DOCUMENTS

## ITEMS LISTED BELOW MUST BE INCLUDED WITH THIS APPLICATION

1. Samples of contracts
2. List of scheduled fees
3. Federal and State Criminal Background Check for all owners/ skills testers (ST)
4. Surety Bond
5. If providing vehicles attach a list with VIN, tag number, GVWR, GCVWR
6. Commercial general liability insurance and Workman's Compensation Insurance
7. Business License
8. Zoning Authority letter for testing site

## SAMPLE LIST OF FEES

COURSE OF INSTRUCTION	FEE
CDL Class A Skills Exam	
CDL Class B Skills Exam	
CDL Class C Skills Exam	
School Bus Skills Exam	
Passenger Skills Exam	
CDL Class Upgrade	
Remove Restrictions	
Other: _____	

## CRIMINAL BACKGROUND CHECKS

EACH CRIMINAL BACKGROUND CHECK MUST BE PLACED IN A SEALED ENVELOPE WITH THE INDIVIDUAL'S NAME ON THE OUTSIDE. MUST BE DELIVERED IN PERSON OR BY MAIL. DO NOT EMAIL CRIMINAL BACKGROUND CHECKS.

All Third-Party Testing Organization's (TPTO) applying for a license are required to provide a copy of their State and Federal criminal history for all owners/partners/skill examiners issued within the last 6 months. It is the responsibility of the applicant to ensure criminal history meet the standards set forth by the Regulation. There will be no reimbursement for costs in connection with the application process if the application is denied. Document must indicate any and all arrests and charges, including any which occurred in other states, if any are pending, were dismissed or nolle prosequi.

Each criminal background check must be placed in a sealed envelope with the individual's name on the outside and delivered in person to the CDL Unit at the Dover DMV or mail to the address below.

### **Delaware Division of Motor Vehicles**

Commercial Driver License Unit

PO Box 698

Dover, DE 19903

Delaware Criminal background check information may be obtained at <https://uenroll.identogo.com>

Service Code: **27RVGT**

Federal criminal background check information may be obtained at <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>.

## **ROUTES**

TPTO applications must include a route proposal. For primary, secondary, and modified route requirements visit the Commercial Driver TPTO website at [dmv.de.gov/commercialdriverthirdparty](http://dmv.de.gov/commercialdriverthirdparty).

## **CONDITIONS**

As a condition for the issuance and the continued effect of a Commercial Driver Third-Party Organization License, the undersigned undertake and agree to all the following conditions:

- To maintain adequate records as prescribed by the Division of Motor Vehicles and permit the inspection of such documents by the Director, any designee, or law enforcement officer at a reasonable time between Monday through Friday from 8:00 a.m. to 4:30 p.m.
- To advise the DMV in writing within 48 hours, whenever a Skill Tester's status changes or is terminated from the TPTO.
- To comply with all state laws and regulations, and all county and municipal regulations and ordinances relating to public and county health and public safety for the school and business facility.
- To comply with all the provisions of Title 21, Motor Vehicle Laws of the State of Delaware, the Third-Party Testing Organization Agreement, and the rules and regulations relating to third-party testing.
- To comply with all provisions of Federal Motor Carrier Safety Regulations.
- To comply with all Certified Commercial Driver Examiner Requirements per the American Association of Motor Vehicle Administrator's CDL Testing System.
- To advise the DMV within 10 (ten) days of any material change in the application or schedules which are made a part thereof.

The licensee shall file with the Director of the Division of Motor Vehicles evidence of insurance with a company authorized to do business in the state, in the amount of at least \$50,000 because of bodily injury to or death of two or more persons of others in one accident.

Evidence of such insurance coverage must be in the form of a letter or certificate from the insurance carrier, which shall stipulate that the Director of the Division of Motor Vehicles shall be notified 10 days before the policy expiration or cancellation.

Such notice of expiration or cancellation shall be mailed to the DMV (see below). As stated in Regulation 2226 §4.6.1, a licensing fee of \$500.00 (non-refundable) must accompany this application, which includes training and certification of Skills Testers by the Division.

Please forward the completed application, sample copies of contracts and schedule of fees, along with a check or money order made payable to the Delaware Division of Motor Vehicles to:

**Delaware Division of Motor Vehicles**

Commercial Driver License Unit

PO Box 698

Dover, DE 19903