

DEPARTMENT OF MOTOR VEHICLES  
 Agency of Transportation

 120 State Street  
 Montpelier, Vermont 05603-0001  
 802.828.2000  
 dmv.vermont.gov

 I am applying for  New License  Renewal<sup>1</sup> of License

<b>Applicant Name</b>		<b>Last</b>	<b>First</b>	<b>Middle</b>
<b>School Name</b>				
<b>Mailing Address:</b> <small>If PO or Private Box, also fill in "Physical Address" below.</small>			<b>City:</b>	<b>State:</b>
<b>Business Address:</b> <small>DO NOT GIVE PO or Private Box</small>			<b>City:</b>	<b>State:</b>
<b>Social Security Number:</b>		<b>Date of Birth (mm/dd/yyyy):</b>		<b>Place of Birth (City, State &amp; Country):</b>
<small>The disclosure of your social security or federal identification number is mandatory, is solicited by the authority granted by 42 U.S.C. § 405(c)(2)(C) and/or 666(a)(13) and will be used by the Department of Motor Vehicles in the administration of motor vehicle, tax and child support laws, to identify individuals affected by such laws.</small>				
<b>Phone:</b>			<b>Email:</b>	
<b>Driver's License #</b>	<b>State License Issued</b>	<b>Year License First Issued</b>		

Have your vehicle registration or driver's license been suspended or revoked in any state or jurisdiction?  
 Yes  No If yes, provide details:

Have you ever been convicted of violating motor vehicle laws in any state or jurisdiction?  
 Yes  No If yes, provide details:

Have you ever been convicted of a misdemeanor for an offense other than a violation of motor vehicle laws in any state or jurisdiction?  
 Yes  No If yes, provide details:

Have you ever been convicted of a felony in any state or jurisdiction?  
 Yes  No If yes, provide details:

Did you ever have a driver training instructor or school license, which was suspended, revoked, or refused in any state or jurisdiction?  
 Yes  No If yes, provide details:

**MANDATORY “GOOD STANDING” DECLARATION STATEMENTS**

You are required to complete this section even if you do not have children and/or do not pay child support, do not owe taxes to the State of Vermont, or were never subject to any fines or fees.

**Child Support** (15 V.S.A. Section 795)

A license may not be issued or renewed unless the applicant certifies that he or she is not under an obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date the application is filed. A “license” is any license, certification, or registration issued by an agency to conduct a trade or business, including a license to practice a profession or occupation. “Good standing” means that less than one-twelfth of the annual support obligation is overdue; or liability for any support payable is being contested in a judicial or quasi-judicial proceeding; or the applicant is in compliance with a repayment plan approved by the office of child support or agreed to by the parties. The licensing agency may also find that requiring immediate payment of child support due and payable would impose an unreasonable hardship. All child support questions should be directed to the **Vermont Office of Child Support at 800-786-3214**.

**Tax Liability** (32 V.S.A. Section 3113)

No agency of the state shall grant, issue or renew any license or other authority to conduct a trade or business (including a license to practice a profession) to, or enter into, extend or renew any contract for the provision of goods, services or real estate space with, any person unless such person shall first sign a written declaration under the pains and penalties of perjury, that the person is in good standing with respect to or in full compliance with a plan to pay, any and all taxes due as of the date such declaration is made. “Good standing” means that no taxes are due and payable; or the liability for any taxes due and payable is on appeal; or the person is in compliance with a payment plan approved by the Commissioner of Taxes. The licensing agency may condition license renewal on terms which would place the applicant in good standing with respect to any and all taxes as soon as reasonably possible, if the agency finds an unreasonable hardship. All tax questions should be directed to the **Vermont Department of Taxes at 802.828.2518**

**District Court Fines / Judicial Bureau** (4 V.S.A Section 1110)

Every applicant for a license shall sign a statement that the applicant is in good standing with respect to any unpaid judgment issued by the judicial bureau or criminal division of the superior court for fines or penalties for a violation or criminal offense. A license may not be issued or renewed without such a statement.

A person is in good standing with respect to any unpaid judgment issued by the judicial bureau or criminal division of the superior court for fines or penalties for a violation or criminal offense if:

1. 60 days or fewer have elapsed since the date a judgment was issued; or
2. the person is in compliance with a repayment plan approved by the judiciary

<b>Vermont Mandatory “Good Standing” Declarations</b>	
<b>Child Support</b>	Child Support Orders, 15 V.S.A. § 795c: As of the date of this application: <b>(you must check one)</b>
	<input type="checkbox"/> I am not subject to a child support order; OR
	<input type="checkbox"/> I am subject to a child support order and am in good standing or in full compliance with a plan to pay; OR
	<input type="checkbox"/> I am not in good standing or in full compliance with a plan to pay.
<b>Vermont Taxes</b>	Tax Compliance, 32 V.S.A. § 3113b: As of the date of this application: <b>(you must check one)</b>
	<input type="checkbox"/> No taxes are due and payable and all required returns have been filed; OR
	<input type="checkbox"/> I have never lived or worked in Vermont and do not owe Vermont taxes; OR
	<input type="checkbox"/> The liability for any taxes due and payable is on appeal; OR
	<input type="checkbox"/> I am in compliance with a payment plan approved by the Vermont Department of Taxes; OR
	<input type="checkbox"/> I am not in good standing with the Vermont Department of Taxes or in full compliance with a plan to pay.
<b>Judicial Bureau</b>	Unpaid Judgments, 4 V.S.A. § 1110b&c: As of the date of this application: <b>(you must check one)</b>
	<input type="checkbox"/> I do not have any unpaid judgments
	<input type="checkbox"/> I am in good standing with respect to any unpaid judgment issued by the judicial bureau or district court for fines or penalties for a violation or criminal offense; OR
	<input type="checkbox"/> I am not in good standing.

I CERTIFY that I am the applicant, and the information contained herein is true. This declaration made under penalties of 23 V.S.A. §202.

**SIGNATURE OF APPLICANT:**

**DATE:**

A \$126.00 application fee must be submitted for a first-time instructor license. Documentation of instructor qualifications should be submitted with the application fee for first-time instructors. When the commissioner has approved the instructor’s qualifications, a \$90.00 license fee is due.

A \$90.00 license fee must accompany renewal applications – no application fee is required.

<sup>i</sup> Verification of forty hours of professional development contact hours, approved by the driver training coordinator, is required to accompany all standard driver training school instructor license renewal forms.



**Request for Criminal Record Check**

DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2038  
802.828.2092  
Toll Free: 888-99-VERMONT  
TTD: 711

[dmv.vermont.gov](http://dmv.vermont.gov)

**Director (DMV Only):** \_\_\_\_\_

**Applicants Name:** \_\_\_\_\_  
Last First Middle

**Maiden Name:** \_\_\_\_\_

**Other Names Used:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Place of Birth:** \_\_\_\_\_  
City / Town State Country

**Telephone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I, \_\_\_\_\_ hereby acknowledge and agree to a check of any criminal record or convictions which may be maintained by the Vermont Criminal Information Center (VCIC) and the National Crime Information Center (NCIC). I understand the result will be made available to the Vermont Department of Motor Vehicles for use in reviewing my suitability for employment, volunteer work or licensing requirements. I further understand I have the right to appeal the results of the criminal record check to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, VT 05671-2101.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the city of \_\_\_\_\_, county of \_\_\_\_\_, State of Vermont in the United States of America.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date