WASHINGTON STATE DEPARTMENT OF LICENSING

Driver Training School Staff Certificate Application

This is an instruction page only, do not send this page with your application or renewal.

Initial application

A driver training school employee must apply for a staff certificate if:

- You have unsupervised contact with students.
- You enter data into the Secure Access Washington (SAW) portal on behalf of the students.
- You enter test scores into the SAW portal on behalf of your school.

A fingerprint-based background check is required for an initial application (see below).

The staff certificate is valid for one year. Allow up to six weeks for us to review your application and background check results and send your certificate.

Staff certificate renewal

A renewal notice is mailed to the school 80 days prior to your expiration date. If you do not receive it, contact us by email at tse@dol.wa.gov or call (360) 664-6692.

- With your annual renewal, you must include a non-refundable Washington Access to Criminal History (WATCH) fee of $12 payable to the Department of Licensing.
- If it has been five years since your last fingerprint submission, you must submit fingerprints (see below) instead of the WATCH fee.

If no fingerprints are required, allow a minimum of three weeks for us to review your application and send your new certificate. If fingerprints are required, allow up to six weeks to review your application and background check results and send your new certificate.

Fingerprinting and background checks

If you are applying for a staff certificate or it has been five years since your last fingerprint submission, you must get fingerprinted for state and national background checks. Background checks take up to six weeks to complete. If you have questions, please call (360) 664-6692.

To get your fingerprints taken, go to www.identogo.com to schedule an appointment at an IdentoGO location of MorphoTrust, our electronic fingerprinting vendor. You will pay IdentoGO for taking your fingerprints and for the background checks required for your license type. For more details go to www.dol.wa.gov/business/fingerprinting.html.

RCW 46.20; 46.61; 46.82; 46.82.325
WAC-308-108

Click here to START or CLEAR, then hit the TAB button

WASHINGTON STATE DEPARTMENT OF LICENSING

Driver Training School Staff Certificate Application

Use this application to apply for a staff certificate. Send this application, any required attachments, and the nonrefundable fee in a check or money order payable to the Department of Licensing to:

Driver Training Schools
Business and Professions Division
Department of Licensing
PO Box 3907
Seattle, WA 98124-3907

22204-APPLICATIONS

This application is *(check one)*:

☐ Initial application (fingerprints required, see page 1)
☐ Renewal – **$12** WATCH background renewal fee
☐ Five years since last fingerprint submission (fingerprints required, see page 1)

Applicant information

Name *(Last, First, Middle initial)*			Staff certificate number *(if available)*
Mailing address			
City	State	ZIP code	Email
Residence address if different from mailing address			
City	State	ZIP code	
Date of birth *(mm/dd/yyyy)*	(Area code) Home telephone number	Washington driver license number	Expiration date
Name of driving school where you will be employed			School license number
Driving school street address			
City	State	ZIP code	

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. If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from the agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34)

Affidavit

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 certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place	X When you have completed this form, please print it out and sign here. Signature of applicant
Date and place	X School owner signs here. Signature of school owner