



Driver Training INSTRUCTIONS

Virginia Driver Training Certificate (DTS-B)

Purpose: Use this document as a guide for completing the Virginia Driver Training Certificate (DTS-B)

NOTE: The Virginia Driver Training Certificate is a three-part form - The Driver Training School (DTS) must print or type to enter information to the form.

STUDENT INFORMATION

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| 1. FULL LEGAL NAME: | Student's full legal name; no nicknames or abbreviations. |
| 2. BIRTHDATE: | Student's date of birth (example: 07/11/1991). |

DRIVER'S LICENSE ELIGIBILITY

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| 1. ELIGIBILITY DATE: | Calculate date when student will have held a learner's permit for 9 months and will be at least 16 years and 3 months old. |
| 2. EXPIRATION DATE: | Calculate 180 days from the eligibility date and enter that date as the expiration date. |
| 3. OUT-OF-STATE- DRIVER'S LICENSE- | If student has out-of-state driver's license, enter license number |
| 4. ISSUING STATE: | Name of state that issued license. |
| 5. DATE ISSUED: | Date out-of-state license was issued. |
| 6. VIRGINIA LEARNER'S PERMIT NUMBER: | Number from student's learner's permit. |
| 7. DATE ISSUED | Date Virginia Learner's Permit was issued. |

CLASSROOM COURSE

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| 1. SCHOOL NAME: | Name of Driver Training School as it appears on DMV-issued license. |
| 2. SCHOOL CODE: | 7-digit DMV number assigned to school. |
| 3. SCHOOL TYPE: | Check type of school that provided classroom instruction. |
| 4. TOTAL INSTRUCTIONAL PERIODS: | Number of classroom instruction periods conducted. |
| 5. DATE COMPLETED: | Date student successfully completed instructional periods. |
| 6. CLASSROOM INSTRUCTOR NAME | Classroom instructor prints full legal name |
| 7. CLASSROOM INSTRUCTOR SIGNATURE: | Classroom instructor signs to acknowledge classroom course completion.
Note: Enter "Signature on File" here if student received classroom instruction from another driver training school, public school, non-public school or the student is home-schooled. |
| 8. DATE: | Enter the date instructor signs certificate. |

IN-VEHICLE COURSE

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| 1. SCHOOL NAME: | Name of Driver Training School as it appears on DMV-issued license. |
| 2. SCHOOL CODE: | 7-digit DMV number assigned to school. |
| 3. TOTAL DRIVING PERIODS: | Number of driving periods completed. |
| 4. MILES DRIVEN: | Number of miles student has actually driven with the instructor during the in-vehicle course. |
| 5. TOTAL OBSERVATION PERIODS: | Number of periods student observed other students driving. |
| 6. DATE COMPLETED: | Date student successfully completed in-vehicle course. |
| 7. IN-VEHICLE INSTRUCTOR LICENSE NUMBER: | Number from instructor's valid license to teach. |
| 8. IN-VEHICLE INSTRUCTOR NAME: | Classroom instructor prints full legal name |
| 9. IN-VEHICLE INSTRUCTOR SIGNATURE | Instructor signs to acknowledge in-vehicle course completion. |
| 10. DATE: | Date instructor signs certificate. |

RESTRICTIONS FOR DRIVER UNDER AGE 18

Important information about restrictions for student under age 18.

UNDER AGE 18 - PARENTAL CERTIFICATION, AUTHORIZATION SIGNATURES

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| 1. CHECKBOXES: | Parent/guardian/foster parent checks box to indicate completion of 45 hours of driving requirement, and enters signature, date, telephone number, and driver's license/DMV issued ID number and/or
Parent/Guardian checks box to authorize issuance of driver's license, and enters signature, date, telephone number and driver license/DMV issued ID number |
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IMPORTANT INFORMATION FOR AGE 18

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| 1. CHECKBOX: | Check box to notify driver of important information for age 18 drivers. |
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UNDER AGE 19 - STUDENT DRIVER/PARENTAL CERTIFICATION SIGNATURES

1. CHECKBOX: Driver or Parent/guardian checks box to certify attendance at required 90 minute parent/student driver education component in district 8. Driver and parent enter signature and date.

IMPORTANT INFORMATION FOR AGE 19 AND OLDER

1. CHECKBOX: Check box to indicate driver is 19 years old or older.

AFTER FORM IS COMPLETED

1. Issue Student Copy of certificate to the student driver with the following information (as applicable):
 - STUDENT DRIVER IS under AGE 18: Must hold a learner's permit 9 months before this certificate can be presented to DMV to obtain a driver's license. A parent, foster parent or legal guardian must sign the Student Copy of the certificate to attest to academic standing, and certify that the student has driven at least 45 hours, 15 of which occurred after sunset. Student must attend the court licensing ceremony.
 - STUDENT DRIVER IS AGE 18: · Must hold a learner's permit 9 months before this certificate can be presented to DMV to obtain a driver's license. Parent/legal guardian signature is not required to validate this certificate as a temporary driver's license. Driver must attend the court licensing ceremony if the permanent license was processed before the driver reached the age of 18; does not need to be accompanied by a parent/legal guardian. · Driver is not required to attend the licensing ceremony if the permanent license was processed after the driver reached the age of 18.
 - STUDENT DRIVER IS AGE 19 OR OLDER - **This certificate is not a driver's license.** Presentation of this certificate to DMV waives the holding period of a learner's permit prior to the issuance of a driver's license. Student must take the final road skills test at DMV (unless classroom and in-vehicle courses were completed before student turned age 19) Student and Parent/legal guardian are not required to attend the court licensing ceremony
2. Send DMV Copy of certificate to:

Driver's License Central Issue Work Center
P. O. Box 27412
Richmond, VA 23269-000.
3. File School Copy of certificate.

QUESTIONS?

Contact the DMV Commercial Licensing Work Center at:

(804) 367-0205 (804) 367-0245 (804) 367-0247 (804) 367-0248 (804) 249-5054