

# COMMERCIAL DRIVER TRAINING REQUIREMENT CHECKLIST

North Dakota Department of Transportation, Drivers License

SFN 51844 (10-2016)

Name of Instructor			
Name of School			
Address		City	State ZIP Code
	YEAR	COMMENTS	
<b>School Application &amp; Fee</b>			
Approved Location			
Lease Agreement or Statement of Ownership			
Vehicle Liability Insurance			
Surety Bond			
Financial Statement (by April 15)			
Vehicle Inspection			
Course Curriculum			
School/Student Contract			
Completion Certificate (10 originals)			
<b>Instructor Application &amp; Fee</b>			
Resident of (list state)			
Driving Record (completed by NDDOT)			
Vision Exam			
Physical Exam			
Criminal History Record Check (see below)			
Written Test (administered by NDDOT)			
Road Test (administered by NDDOT)			
Valid Drivers Education Certificate (submit copy)			
Approved Instructor Course*			
Two Character References			

To complete the Criminal History Record Check:

1. Go to the FBI website at [www.fbi.gov](http://www.fbi.gov)
2. Scroll down to FBI Homepage. Click on [Identity History Summary Checks](#) under the Stats and Services tab.
3. Select either Option 1 or Option 2 to submit your request to the FBI.
4. When results are received, mail them to the DRIVERS LICENSE DIVISION, 608 E BOULEVARD AVE, BISMARCK ND 58505-0750

\*Must submit proof of completed driver instructor course if unable to provide a valid Drivers Education Certificate.