

Purpose: Use this form for payment authorization for driver training school or driver improvement clinic transactions.

Instructions: **Do not mail this form.** Fax the completed form to the Driver Training Work Center at (804) 367-2019.

OWNER INFORMATION				
BUSINESS ENTITY NAME				
OWNER'S NAME (print) (last, first, mi, suffix)				
DMV CUSTOMER NUMBER	BUSINESS ADDRESS	CITY	STATE	ZIP CODE
BUSINESS TELEPHONE NUMBER	FAX NUMBER (if applicable)	EMAIL ADDRESS (if applicable)		

REPRESENTATIVE INFORMATION (authorized to act on behalf of the school)		
REPRESENTATIVE FULL NAME (print) (last, first, mi, suffix)	TITLE (if applicable)	TELEPHONE NUMBER

PAYMENT AUTHORIZATION			
CREDIT CARD (check one) <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS	NAME APPEARING ON CREDIT CARD	DAYTIME TELEPHONE NUMBER	AMOUNT TO BE CHARGED \$
	CREDIT CARD NUMBER		EXPIRATION DATE (mm/yy)
I authorize DMV to charge the credit card account listed.	CARDHOLDER NAME (print)	CARDHOLDER SIGNATURE	DATE (mm/dd/yyyy)

TRANSACTION TYPE		
Identify the applicable transaction you are completing and fax this completed form to Driver Training Work Center (804) 367-2019.		
<input type="checkbox"/> Driver Training School License Include school and instructor(s) application and supporting documents. <input type="checkbox"/> School Application <input type="checkbox"/> Instructor(s) Application <input type="checkbox"/> Change of Address	ORIGINAL	RENEWAL
<input type="checkbox"/> Class A Third Party Tester Certification Include school and examiner(s) application and supporting documents. <input type="checkbox"/> Tester Application <input type="checkbox"/> Examiner(s) Application	ORIGINAL	RENEWAL
<input type="checkbox"/> Driver Improvement Clinic License Include school and instructor(s) application and supporting documents. <input type="checkbox"/> Clinic Application <input type="checkbox"/> Instructor(s) Application <input type="checkbox"/> Additional Site(s)	ORIGINAL	RENEWAL
<input type="checkbox"/> Financial Audit		
<input type="checkbox"/> Civil Penalty <input type="checkbox"/> Driver Improvement Clinic <input type="checkbox"/> Driver Training School		