

State of Iowa  
**Board of Educational Examiners**  
 Licensure  
 Grimes State Office Building  
 400 E. 14<sup>th</sup> St.  
 Des Moines, Iowa 50319-0147  
 Phone 515/281-3245

## Application for Renewal Behind the Wheel Driving Instructor Authorization

**Instructions:**

1. Attach official **LETTER** issued by the Iowa Department of Transportation certifying completion of program refresher course.
2. A fee of \$40 is required. (Do not send cash; send a check or money order made payable to the Board of Educational Examiners.
3. Attach a photocopy of verification of completion of a redesigned mandatory reporter of child and dependent adult abuse class (no older than five years)
4. Return this completed form with fee and certificate to the address above.
5. Please allow four weeks for processing.

Name changes require a photocopy of official legal documentation

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone (    )	Daytime Phone (    )	Email Address	

**Statement of Permission and Fraud:** I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

(Note: PR stands for **P**reviously **R**eported.)

- a. Yes  No  PR  Have you ever been convicted of a felony?
- b. Yes  No  PR  Have you ever been convicted of a crime other than parking or speeding violations? (NOTE: Include all deferred judgments)
- c. Yes  No  Do you currently have any criminal charges pending against you?
- d. Yes  No  PR  Have you ever had a founded report of abuse filed against you?
- e. Yes  No  PR  Have you ever had an education related license denied, revoked, or suspended?

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

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Signature of Applicant Date Signed