

Class D and CDL Application Items:

- Electronic Application
- State (BCI) background check for all owners and authorizing officials
 - Must be within 90 days
 - State in which owner and authorizing official resides
- Federal (FBI) background check for all owners and authorizing officials
 - Must be within 90 days
- Current fire inspection
 - Must be within one year
- Lease/rental or building use agreement for place of business
 - Have names of lessor and lessee
 - Address(es) of location(s)
 - Length of agreement/term – must be current
 - Cost
 - Signatures
- Bond compliant with OAC 4501-7-08
- Insurance compliant with OAC 4501-7-08
- Proof of filing with Secretary of State
- Classroom & BTW Lesson Plans
- Proof of New School Orientation Attendance
- Copy of Training Manager's proof of Training Manager Course and copy of three years of instructor licenses
- Application fee of \$250

**All of these items must be received prior to inspection. No inspection will be scheduled without a complete application.

**Copies of all these documents are required to be on file at the enterprise.