



**Application for a British Columbia
Driver Training School Licence**

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM PRIOR TO COMPLETING.

I hereby apply to the Insurance Corporation of British Columbia to operate a Driver Training School in accordance with the provisions of the Motor Vehicle Act and Regulations of the Province of British Columbia.

Section 1 School Information

LEGAL NAME OF DRIVER TRAINING SCHOOL		DTC # (IF EXISTS)	NAME OF OWNER	
REGISTERED ADDRESS		CITY	POSTAL CODE	TELEPHONE
CELL PHONE (IF AVAILABLE)	FACSIMILE (IF AVAILABLE)	EMAIL ADDRESS (REQUIRED)		
BRANCH OFFICE ADDRESS (IF APPLICABLE)		CITY	POSTAL CODE	TELEPHONE

Section 2 Application Type and Requirements

Application Type
 Original Renewal Duplicate

Application Details – Check the applicable items below to ensure you have included them with your submission.

<p>If you are applying for an original or renewal licence, include the following with your application:</p> <input type="checkbox"/> Instructor List (MV2412B) <input type="checkbox"/> Vehicle List (MV2415) <input type="checkbox"/> Copy of Current Vehicle Inspection Form (MV3104) <input type="checkbox"/> Fee Schedule (MV2414) <input type="checkbox"/> Password Administrator List (DTC403)	<p>School Licence fees (fees are payable to ICBC)</p> <input type="checkbox"/> \$100.00 for an original or renewal licence <input type="checkbox"/> \$15.00 for each duplicate or additional licence required <p>Number of Licenses required? _____</p> <p>Total amount enclosed: \$_____</p>
<p>If you are applying for an original licence, you must also include with the items above, the following:</p> <input type="checkbox"/> Proof of Bond <input type="checkbox"/> Proof of Company Registration	

Section 3 Declaration

To the Insurance Corporation of British Columbia

By signing this form I declare that:

- the information provided in support of this application is true and correct
- I have disclosed any affiliation with ICBC (employed by a Driver Licensing Centre or Appointed Agent/Government Agent's office)
- I am responsible for ensuring compliance with all applicable personal information privacy laws and the secure management of all customer personal information
- if I choose to book road test appointments on behalf of my students, I acknowledge that I have read and agree to comply with the Access to Road Test Booking Service Terms and Conditions (DTC206).

SIGNATURE OF APPLICANT

DATE

Please return your completed application to the address provided on the back of this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

Section 1 — School Information

Please complete this section in its entirety in order for us to confirm your identity. We require that you provide your email address so that we are able to send you timely information relating to applicable driver training programs and ICBC initiatives.

NOTE: If you are providing branch office information and do not have adequate space, please attach additional pages as required.

Section 2 —Licence Application Details

Application Type – This section is used to identify the type of school licence you are applying for.

Original – 1st British Columbia Driver Training School Licence issued.

Renewal – For renewal of School licence. School licenses expire on the last day of the 11th month from date of issue.

Duplicate – When applying for duplicate (additional or replacement) licenses.

Application Details – Complete this section to ensure you have included the required documents with your application. Check only the boxes that apply to your type of application.

Instructor List (MV2412B)

List of all licensed instructors employed by the Driving Training School. Required for original and renewal applications.

Vehicle List (MV2415)

List of all vehicles used by the Driver Training School to conduct practical driver training. Required for original and renewal applications.

Copy of Current Vehicle Inspection Report (MV3104)

Required for original and renewal applications.

- Does not apply to class 6/8 vehicles (motorcycles)

Fee Schedule (MV2414)

List of training fees charged for training provided by the Driver Training School. Required for original and renewal applications.

Proof of Bond

Driver Training Schools are required to hold and maintain security for the protection of the contractual rights of their students. For further details, see Division 27 of the *Motor Vehicle Act Regulations*. Required for original applications only. Original copy of bond is required.

Proof of Company Registration

Driver Training Schools must register their company with the Registrar of Companies and include with this application, proof of registration. Required for original applications only.

Registration with the Private Career Training Institutions Agency (PCTIA)

Driver Training Schools offering other types of career training (e.g. construction or heavy equipment) along with driver training may be required to register with the Private Career Training Institutions Agency (PCTIA). Schools interested in providing these types of training should contact PCTIA regarding registration requirements. You can contact PCTIA at 1-800-661-7441 or visit their website at pctia.bc.ca for more information.

Password Administrator List (DTC403)

A list of designated individuals responsible for contacting ICBC in the event that access problems to the On-line Road Test Booking Service ("WebDEAS") or Driver Training Industry Information webpage occur.

School Licence Fees – Complete this section to indicate the number school licenses you require and the amount of fees enclosed with your application.

- The cost of an original or renewal licence is \$100.00. There is \$15.00 fee for each duplicate (additional or replacement) licence.
- Each licence purchased is accompanied by a wallet size version.
- Fees can be paid by cheque or credit card (Master Card or Visa only).
- Fees are payable to the Insurance Corporation of British Columbia (ICBC).

Return this completed application to:

**ICBC, Driver Training Unit
P.O. Box 3750
Victoria, BC V8W 3Y5**

Additional contact information:

Telephone: 250-978-8370
Toll free: 1-866-339-0363
Facsimile: 250-978-8032
Website: dtcbc.com