ARIZONA SUPREME COURT
Defensive Driving Certification

INITIAL APPLICATION FOR INSTRUCTOR CERTIFICATION

All boxes and spaces in this application form must be completed. Any willful omission or misrepresentation of any fact to be disclosed in this application or any accompanying statement or document is grounds for refusing to issue certification. Also, page 4 of the application form must be signed and notarized.

SECTION I. Applicant Information

School Name		**School Number**
First Name **Middle Name** **(Legal) Last Name**		**Nickname**
Arizona Driver's License Number	**Expiration**	**Date of Birth**
E-mail address		**Social Security Number**

Home Address

(Street) _____

(City) _____ (State) _____

(County) _____ (Zip) _____

Applicant's Business Address (not school address)

(Street) _____

(City)_____ (State) _____

(County) _____ (Zip) _____

Home Phone Number ( )	**Business Phone Number** ( )

☐ HS diploma ☐ G.E.D. Highest College Degree Completed:_____

Important: applicant must provide copy of HS diploma, G.E.D., or diploma from highest college degree completed.

Yes	No	The applicant must answer "yes" or "no" to the following four questions and provide backup documentation as required:
☐	☐	1. Are you a legal resident or citizen of the United States? **If "yes," you must attach proof**. Acceptable documents are listed on page 6 of this application. The documents you have attached to this application must be one of the following two options: ☐ ONE document from List A (see page 6); or ☐ ONE document from List B plus ONE document from List C (see page 6).
☐	☐	2. Are you awaiting trial for any misdemeanor (other than a traffic offense) in the state of Arizona, or a like offense in any other state or foreign country? **(If yes, you must provide an explanation on a separate sheet and attach to this application.)**
☐	☐	3. Are you an active law enforcement officer with authority to issue traffic citations? **(If yes, you must attach the "Waiver for Law Enforcement Officer to Serve as a Defensive Driving Instructor for an Arizona Certified School" form signed by the Presiding Judge of the Superior Court in the county where the instructor's defensive driving school is located.)**
☐	☐	4. Have you been previously employed as a defensive driving instructor? **(If yes, list the school(s) where you were employed and the dates of employment.)**

SECTION II: Background Information. If the answer to any of the following questions is "Yes", indicate date of conviction or finding, nature and details of the case, including the case disposition, location, court and case number (attach additional sheets, if necessary).

Has the applicant:

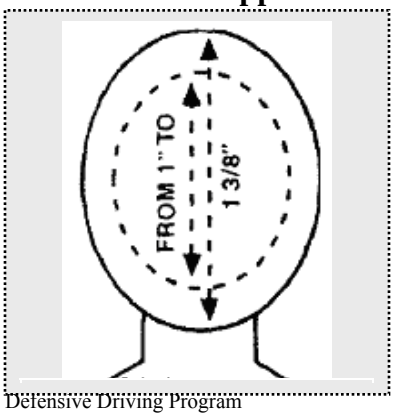
Ever been found guilty of any felony or misdemeanor? *(Note: the fact that the applicant entered into a plea bargain or pled "no contest", or that the conviction has been vacated, pardoned, expunged, dismissed, or appealed, or that the civil rights have been restored does not mean that the question can be answered no. If the answer is yes, give details of the offense, and explain. Do not answer yes or give details if the offenses are only minor civil traffic violations.)*	☐ Yes ☐ No
Ever been convicted of, or found responsible for, any traffic offense(s) in Arizona or any other state or foreign country during the past 5 years.	☐ Yes ☐ No
Ever had a license to drive in Arizona or in any other state or foreign country refused, canceled, suspended, revoked, issued conditionally or on a probationary basis?	☐ Yes ☐ No
Committed material misrepresentation, omission, fraud, dishonesty, or corruption in applying for a certificate or on a certificate examination in this state or any other state?	☐ Yes ☐ No
Committed any act constituting material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters?	☐ Yes ☐ No
Had conduct showing incompetence or a source of injury and loss to the public?	☐ Yes ☐ No
Been convicted by final judgment of a felony, regardless of whether civil rights have been restored?	☐ Yes ☐ No
Been convicted by final judgment of a misdemeanor, regardless of whether civil rights have been restored?	☐ Yes ☐ No
Had a professional or occupational license or certificate denied, revoked, suspended or disciplinary action taken?	☐ Yes ☐ No

Had a professional or occupational license or certificate censured, placed on probation, or disciplinary action taken?	☐ Yes ☐ No
Been terminated, suspended, placed on probation, or other disciplinary action taken in past or present employment?	☐ Yes ☐ No
Been found civilly liable in an action involving misrepresentation, material omission, fraud, misappropriation, theft or conversion?	☐ Yes ☐ No
Currently on probation or parole?	☐ Yes ☐ No
Violated any decision, order, or rule issued by a professional regulatory entity?	☐ Yes ☐ No
Violated any order of a court, judicial officer, administrative tribunal, or the Board?	☐ Yes ☐ No
Made a false or misleading statement or verification in support of an application for a certificate filed by another person?	☐ Yes ☐ No
Made a false or misleading oral or written statement to division staff or the Board?	☐ Yes ☐ No
Failed to disclose information on the certification application which was subsequently revealed through a background check?	☐ Yes ☐ No
Failed to respond or furnish information to division staff or the Board when the information is legally requested and is in your control or is reasonably available to you and pertains to certification or investigative inquiries?	☐ Yes ☐ No
Had a record of conduct constituting or investigative inquiries; or fraud on the part of an employee, board member, or the business?	☐ Yes ☐ No
Been or currently a party in a civil lawsuit?	☐ Yes ☐ No
Have any pending administrative, judicial, or professional authority actions?	☐ Yes ☐ No

SECTION III. Additional Application Requirements:

1. See page 6 for instructions on how to provide proof of citizenship/residency [ACJA § 7-205(E)(2)(c).
2. A color passport-size photo (2" x 2") of the applicant's head, neck, and shoulders only, taken in the last two years and which clearly identifies the applicant, must be attached on Page 5 in the designated space. An application submitted without a photograph is deficient [ACJA § 7-201(E)(1)(c)].
3. Applicant must be at least 21 years old and pass a certification examination testing his/her knowledge, skills and abilities as an instructor [ACJA § 7-205(E)(2)(e)].
4. Applicant must attach a certified 60-month motor vehicle record to the application [ACJA § 7-205(E)(2)(f)]. (Note: if the motor vehicle record does not have a 60-month history with the Arizona Motor Vehicle Division, then a similar record from another jurisdiction must be provided for the most recent 60 months.)
5. Any applicant currently serving as an active law enforcement officer with authority to issue traffic citations must obtain and attach a waiver approved by the Presiding Judge of the Superior Court in the county where the instructor's defensive driving school is located [ACJA § 7-205(E)(2)(j)].

SECTION IV. Applicant's Photo



One 2" x 2" color passport-size photo must be clipped to the designated space at left on this page of the application form.

<u>Please use a paper clip to attach the photo; do no use staples or glue.</u>

Also, prior to attaching, <u>please write your name on the back of the photo.</u>

SECTION V. Authorization, Release, Oath and Affirmation

Having filed this application, I hereby consent to having an investigation made of my moral character, professional reputation, and fitness for defensive driving instructor certification. I agree to give any further information which may be required in reference to my past or current record.

I authorize and request every person, firm, company, corporation, governmental agency, court, association, or institution having control of any documents, records, and other information including documents, records, charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, to permit the Defensive Driving Program, or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I release, discharge, and exonerate the Defensive Driving Program, all agents and representatives, the State of Arizona, and any person furnishing information pursuant to this Authorization and Release from all liability which may arise from the investigation made by the Defensive Driving Program, all agents and representatives.

I swear or affirm that I am not currently employed as a volunteer or paid employee of any court in any capacity including as a probation officer or employee. I understand willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is grounds for refusing to issue or renew a certificate or for suspending or revoking a certificate.

Being duly sworn and under oath or affirmation, I acknowledge that I have read this application form and that all statements are true and complete to the best of my knowledge and belief and that my Authorization and Release are freely given. I acknowledge that I have read and understand all supreme court requirements for the Defensive Driving Program as stated in Sections 7-201 and 7-205 of the Arizona Code of Judicial Administration and I swear or affirm that all Defensive Driving Program classes conducted by me will comply with all requirements. I acknowledge that failure to comply as required may result in suspension or revocation of my certification. I agree the Arizona Supreme Court may obtain, release and discuss all records concerning my prior or current defensive driving program certification from, to or with any certified defensive driving school or applicant school.

_____
Full Signature of Applicant

AFFIDAVIT OF VERIFICATION

THE STATE OF ARIZONA, COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes expressed, and affirmed that the facts detailed are true.

Given under my hand and seal of office on this _____ day of _____, 20_____.

_____
Notary Public, State of Arizona

_____ _____
Notary's Name Printed My Commission Expires

LIST OF ACCEPTABLE RESIDENCY/CITIZENSHIP DOCUMENTS

To respond correctly to Question #1 on Page 2 of this application, you must provide copies of:

One (1) document from List A
OR
Two (2) documents: one from List B and one from List C

List A (documents which establish both identity and employment eligibility)

1. U. S. Passport *(unexpired or expired).*
2. Certificate of United States Citizenship [*U.S. Immigration and Naturalization Services (INS) Form N-560 or N-561].*
3. Certificate of Naturalization *(INS Form N-550 or N-570).*
4. Unexpired foreign passport which:
   a. Contains an unexpired stamp which reads "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until _____. Employment authorized;" or
   b. Has attached to it a Form I-94 bearing the same name as the passport and containing an employment authorization stamp, so long as the period of endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the Form I-94.

   NOTE: For more detailed information concerning the Form I-94, see page 23 of the "Handbook for Employers (M-274)."
5. Alien Registration Receipt Card (INS Form I-151 or I-551) provided it contains a photograph of the bearer.
6. Unexpired Temporary Resident Card (INS Form I-688).
7. Unexpired Employment Authorization Card (INS Form I-688A).
8. Unexpired reentry permit (INS Form I-327).
9. Unexpired Refugee Travel document (INS Form I-571).
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B).

List B (documents which establish identity only)

1. Driver license or ID card issued by a state or outlying possession of the United States *(provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address)*.
2. ID card issued by federal, state or local government agencies or entities *(provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address)*.
3. School ID card with photograph.
4. Voter's registration card.
5. U. S. Military card or draft record.
6. Military dependent's ID card.
7. U. S. Coast Guard Merchant Mariner Card.
8. Native American tribal document.
9. Driver license issued by a Canadian government authority.

List C (documents which establish employment eligibility only)

1. U. S. social security card issued by the Social Security Administration *(other than a card which has printed on its face "NOT VALID FOR EMPLOYMENT").*

   NOTE: This must be a card issued by the Social Security Administration; a facsimile (such as a metal or plastic reproduction) is not an acceptable document.
2. Certification of Birth Abroad issued by the Department of State *(Form FS-545 or Form DS-1350).*
3. Original of certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
4. Native American tribal document.
5. U. S. Citizen ID Card *(Form I-197).*
6. ID Card for use of Resident Citizen in the United States *(Form I-179).*
7. Unexpired employment authorization document issued by the INS.

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274) provided by the Department of Homeland Security, U. S. Citizenship and Immigration Services at ***http://www.uscis.gov/files/nativedocuments/m-274.pdf***

Application Instructions and Additional Information

1. **INSTRUCTIONS.** Carefully read all instructions. To obtain additional assistance, email ddrive@courts.az.gov or visit the Arizona Judicial Department Website at http://www.supreme.state.az.us./drive/certificationInfo.htm

2. **EXAMINATION REQUIREMENT.** In order to be eligible to apply for certification, you must have successfully participated in the Defensive Driving Examination. For instruction on how to register for the examination and to obtain a Defensive Driving Examination Candidate Study Guide, please visit the above referenced website.

3. **COMPLETION.** Clearly print in ink or type all information. Incomplete applications may result in the rejection of the application.

4. **BACKGROUND INFORMATION.** If you answered "YES" to any question in the Background Section of this application, you are required to submit a **SIGNED and NOTARIZED** statement describing **in detail** all incidents including: (1) names of all parties involved, (2) dates and locations, (3) the names and localities of any courts and/or administrative agencies involved, (4) the disposition of each matter, and (5) whether the conviction, plea or finding was for a felony, misdemeanor, or open-ended charge.

5. **AUTHORIZATION, RELEASE, OATH, AND AFFIRMATION.** Applicant signature and notary verification are required.

6. **SUBMISSION.** Please submit your completed application, and related attachments to:

Arizona Supreme Court
Defensive Driving
1501 West Washington, Suite 104
Phoenix, Arizona 85007-3231