



Driver Training INSTRUCTIONS

Virginia Driver Training Certificate (DTS-B)

Purpose: Use this document as a guide for completing the Virginia Driver Training Certificate (DTS-B).

NOTE: The Virginia Driver Training Certificate is a three-part form. The Driver Training School (DTS) must print firmly to complete form so all 3 copies are legible.

1. DRIVER INFORMATION

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| 1. FULL LEGAL NAME: | Student's full legal name; no nicknames or abbreviations. |
| 2. BIRTHDATE: | Student's date of birth (example: 07/11/1991). |

2. DRIVER'S LICENSE ELIGIBILITY

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| 1. ELIGIBILITY DATE: | Calculate date when student will have held a learner's permit for 9 months and will be at least 16 years and 3 months old. |
| 2. EXPIRATION DATE: | Calculate 180 days from the eligibility date and enter that date as the expiration date. |
| 3. OUT-OF-STATE- DRIVER'S LICENSE- | If student has out-of-state driver's license or learner's permit, enter license number or permit number |
| 4. ISSUING STATE: | Name of state that issued license. |
| 5. DATE ISSUED: | Date out-of-state license or learner's permit was issued. |
| 6. VIRGINIA LEARNER'S PERMIT NUMBER: | Number from student's learner's permit. |
| 7. DATE ISSUED | Date Virginia Learner's Permit was issued. |

4. CLASSROOM COURSE

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| 1. SCHOOL NAME: | Enter the name of the training school that provided the classroom instructions as it appears on one of the following acceptable proof that the classroom portion of the driver education program was completed: <ul style="list-style-type: none"> • DTS-36 form from a driver training school • Certificate from an online course taken through a DMV-licensed driver training school • DEC-1 form from a public/private school • Certificate from an approved home-schooled correspondence course |
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NOTE: Out-of-State certificates of classroom completion must be approved prior to beginning in-vehicle instructions. Fax certificate to the Driver Training Programs Work Center at 804-367-2019.

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| 2. SCHOOL CODE: | 7-digit DMV number assigned to school. |
| 3. SCHOOL TYPE: | Check type of school that provided classroom instruction. |
| 4. TOTAL INSTRUCTIONAL PERIODS: | Number of classroom instruction periods completed. |
| 5. DATE COMPLETED: | Date student successfully completed instructional periods. |
| 6. CLASSROOM INSTRUCTOR | Classroom instructor prints full legal name and instructor number. |

5. IN-VEHICLE COURSE

Student must present proof of classroom course completion before beginning in-vehicle course instruction.
(complete Student In-Car Instruction/Observation Record (DTS 14) to record training)

1. SCHOOL NAME: Name of Driver Training School as it appears on DMV-issued license - do not use abbreviations.
2. SCHOOL CODE: 7-digit DMV number assigned to school.
3. TOTAL DRIVING PERIODS: Number of driving periods completed.
4. MILES DRIVEN: Number of miles (at least 50 miles) student has driven with the instructor during the in-vehicle course.
5. TOTAL OBSERVATION PERIODS: Number of periods student observed other students driving.
6. DATE COMPLETED: Date student successfully completed in-vehicle course.
7. IN-VEHICLE INSTRUCTOR LICENSE NUMBER: Number from instructor's valid license to teach.
8. IN-VEHICLE INSTRUCTOR: In-vehicle Instructor full legal name, and DMV issued instructor number

NOTE: If student completes classroom course instruction at another driver training school, public school, non-public school, online driver training school or the student is home-schooled, the school that completes the in-vehicle course instruction must transfer the classroom course completion information from the school that conducted the classroom course instruction to the DTS B that will be completed by the school that conducted the in-vehicle course instruction.

AFTER FORM IS COMPLETED

1. Issue Student Copy of certificate to the student driver with the following information (as applicable):
 - **STUDENT DRIVER IS under AGE 18:** Must hold a learner's permit 9 months before this certificate can be presented to DMV to obtain a driver's license. A parent, foster parent or legal guardian must sign the Student Copy of the certificate to attest to academic standing, and certify that the student has driven at least 45 hours, 15 of which occurred after sunset. Student must attend the court licensing ceremony.
 - **STUDENT TURNS AGE 18 BEFORE EXPIRATION DATE OF CERTIFICATE:** Must hold a learner's permit 60 days before this certificate can be presented to DMV to obtain a driver's license. Must attend the court licensing ceremony if notified by the court. If age 18, does not need to be accompanied by a parent/legal guardian.
2. Send DMV Copy of certificate to:

Driver's License and ID Work Center
P. O. Box 27412, Room 419
Richmond, VA 23269-000
3. File School Copy of certificate.
4. Give Student copy to student.

QUESTIONS?

Contact the DMV Driver Training Programs Work Center at (804) 367-7050.