



DRIVER TRAINING SCHOOL OFFICE CERTIFICATION

Wisconsin Department of Transportation
MV3683 4/2020 s.343.61 Wis. Stats.

Mail completed form to:

WI DOT Driver Training School Program
P.O. Box 7920
Madison, WI 53707-7920

Business Location

Home Office – Students and members of the public are provided access for school operations

Home Office – Students and members of the public have no access related to school operations and is exempt from having direct access to the exterior of the home

Print clearly

School Name as it appears on license	School Identification Number
School Office Street Address, City, State, ZIP Code	
Date to begin using identified location	
School Representative Name	School Representative Title

Non-exempt Business and Home Office Requirements:

- Must be least 1500 feet from any DOT road test facility or office where operator's licenses are issued [343.61\(4\)\(b\)](#)
- Adequate lighting and temperature control [Trans 105.01\(4\)\(c\)](#)
- Be in an area zoned for this type of business or submit proof of variance from the local municipality [Trans 105.06\(2\)\(b\)](#)
- Must contain space with equipment and personnel to maintain and secure records [Trans 105.06\(2\)\(c\)](#)
- Must not consist of a tent, temporary stand, house trailer, hotel room, room in a rooming house or temporary address [Trans 105.06\(2\)\(d\)](#)
- A listed phone number in the Driver Training School's name [Trans 105.06\(2\)\(e\)](#)

Exempt Home Office Requirements:

- Must be least 1500 feet from any DOT road test facility or office where operator's licenses are issued [343.61\(4\)\(b\)](#)
- Be in an area zoned for this type of business or submit proof of variance from the local municipality [Trans 105.06\(2\)\(b\)](#)
- Must contain space with equipment and personnel to maintain and secure records [Trans 105.06\(2\)\(c\)](#)
- Must not consist of a tent, temporary stand, house trailer, hotel room, room in a rooming house or temporary address [Trans 105.06\(2\)\(d\)](#)
- A listed phone number in the Driver Training School's name [Trans 105.06\(2\)\(e\)](#)

Non-exempt Home Office Additional Requirements:

- Include dimensions, locations of doors, windows, desk, files and office location within the building [Trans 105.01\(4\)\(b\)](#)
- Students must be accompanied by a parent or guardian inside the office [Trans 105.01\(5\)\(a\)](#)
- The office must be separated from the residence by a door or partition and must have direct access to the exterior [Trans 105.06\(2\)\(f\)2](#)

Non-exempt Business and Home Offices please provide a sketch of the proposed space. Include dimensions, locations of doors, windows, desk, files, and office location within the building. The back of this sheet may be used for your sketch.

I certify, under penalty of law, that all information on this form is true and correct. This office space contains the records for the driver training school. This office is not operated solely by a telephone answering service. Only one driving school is allowed to be operating out of this office. I understand that DOT may inspect the above space. The Department must be informed if you are no longer using the approved office location.

(School Representative Signature)

(Date)

DTS Representative Use Only

Approval Date	Employee Initials
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