



## Kansas State Department of Education

Landon State Office Building  
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Topeka, Kansas 66612-1212

(785) 296-3201  
(785) 296-6659 - fax

[www.ksde.org](http://www.ksde.org)

**\*IMPORTANT!\***

**A MUST READ!**

Effective in 2005, all applications for instructor licenses must be accompanied by a current DMV Driving Record (*must be dated within 3 months of issuance of license*). This is also become a yearly requirement as renewals happen.

The record may be obtained at any State office. The URL Web Address to the Kansas Dept of Revenue Driver Control Record Division in Topeka is:  
<https://www.accesskansas.org/ssrv-mvr-ltd/> and phone number is 785-296-3671.

Please review forms 9-416-102 (Operator's license application) and 0-416-101 (Teacher's license application) for the changes in requirements.

Applications are available at <https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-A-E/Driver-Education/Commercial-Driving-Schools>

Commercial School owner's, don't let this delay licensure. Inform applicants early of this requirement.

Thank you for your cooperation.

Sincerely,

Robyn Meinholdt  
Public Service Administrator  
Driver Education