



Submit Online at: www.nsbr.ca

Or by Mail to: PO Box 1529
Halifax, NS B3J 2Y4

Business Applicant Profile Information:

Business Name:

Legal Entity including Operating Name

Canada Revenue Agency BN #: _____

N.S. Registry of Joint Stock Companies #: _____

Business Civic Address (Not PO Box):

Street # Street Name Unit/Suite/Apt #

City/Town/County Province Country Postal Code

Business Mailing Address (If Different):

Street, P.O. Box, RR #, Site #, etc.

City/Town/County Province Country Postal Code

Business Address in Nova Scotia:

Street, P.O. Box, RR #, Site #, etc.

City/Town/County Province Country Postal Code

Business Contact Information:

Name Title

Primary Phone # Fax #

Please Note: The submission of an application with payment does not guarantee application approval

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NOVA SCOTIA
Service Nova Scotia and Municipal Relations

Questions:
Call: (902) 424-5851 Or
1-800-898-7668
Fax: (902) 424-0772

Motor Vehicle Administration

Application for Driver Training School Licence

Initial Application Fee: \$121.62 (1 year)

Please make cheque payable to Minister of Finance

NOTE: If your school will be operating branch offices each branch must complete an application form (providing the physical location information) and pay the applicable fees.

Is this a Branch Application? Yes No

Owner Information

Owner/Operator Name

Address *(If different from Business Applicant Profile Information):*

Street, P.O. Box, RR #, Site #, etc.

City/Town/County

Province

Country

Postal Code

Primary Phone #

Fax #

Enclosures

Application must be accompanied by the following documentation. For each, please indicate if enclosed (yes/no).

Proof that the driver training school is registered in good standing with the Registry of Joint Stock Companies	Yes	No
Canadian Police Information Center (CPIC) Criminal Records Background Clearance for the applicant and all members of the partnership or of the corporation	Yes	No
Details of the driver training program including syllabus, texts and other materials to be used in the delivery of the program	Yes	No
Details of the training aids and the facility to be used for theory instruction, including any lease or rental agreement	Yes	No
A list of the instructors for the driver training school	Yes	No
A list of the vehicles, including registration numbers, to be used by the driver training school to conduct driver training	Yes	No
Proof of insurance with a driver training school endorsement	Yes	No

Has the applicant or any member of the partnership or of the corporation ever been convicted of any crime or previously had a Driver Training School Licence cancelled as per Driving School Regulations made under Section 63 of the Motor Vehicle Act? Yes No

If YES, briefly explain

I, the undersigned, do solemnly declare that the above-mentioned statements and answers are true and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

NOTE: Making a false statement on any application form may result in automatic rejection and a penalty fee. No licence will be issued until all required documents have been received.

Name of Authorized Official (*Please Print*)

Title

Signature

Date (D/M/Y)