

## Class D and CDL Application Items:

- DTO 0116 Application
- State (BCI) background check for all owners and authorizing officials
  - Must be within 90 days
  - State in which owner and authorizing official resides
- Federal (FBI) background check for all owners and authorizing officials
  - Must be within 90 days
- Current fire inspection
  - Must be within one year
- Lease/rental or building use agreement for place of business
  - Have names of lessor and lessee
  - Address(es) of location(s)
  - Length of agreement/term – must be current
  - Cost
  - Signatures
- Bond compliant with OAC 4501-7-08
- Insurance compliant with OAC 4501-7-08
- Copy of Training Manager's proof of Training Manager Course and copy of three years of instructor licenses
- Application fee of \$250

\*\*All of these items must be received prior to inspection. No inspection will be scheduled without a complete application.

\*\*Copies of all these documents are required to be on file at the enterprise.