

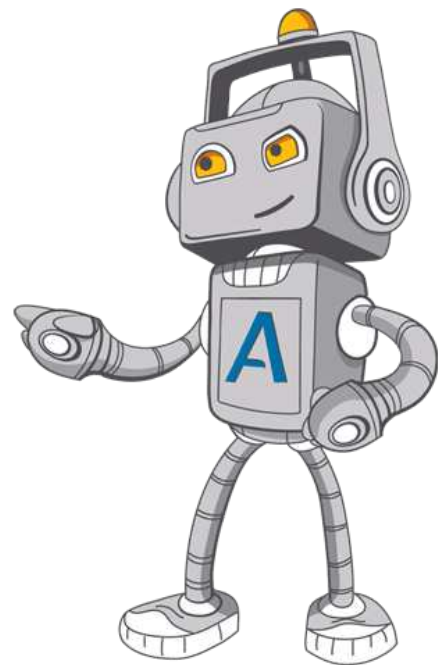


Pre-DPS Trip Guide

For Getting Your Learner's Permit

What's in this guide?

- Page 2: DPS Checklist (what to bring to the DPS)
- Pages 3-6: Examples for filling out your PTDE Packet, Log, and Certificate
 - Classroom Instruction – Driver Education Affidavit
 - Texas Residency Affidavit
 - Classroom Instruction Log Record
 - Texas Driver Education Certificate



Understanding our example pages

- Helpful notes are written in **RED**
- Examples are written in **BLUE**
- **DO NOT** use our forms at the DPS – **this is just a guide. Use your own PTDE Packet, Log, and Permit Certificate** and fill out all the forms properly.
- If you do not have a packet yet, see the DPS Checklist for more info.



Learner License – DPS Checklist

Before going to the DPS, make sure you have all of the items below.
Follow this checklist to make your trip to the DPS as easy and stress-free as possible!

**For a complete list of acceptable documents, go to aceable.com/dl-57*

Yes, I have the PTDE packet from TDLR!

The first step to Parent Taught Drivers Ed is to order the packet before starting any coursework. [Learn more about the packet.](#)

If you have not ordered it yet:

1. Make sure you have an [eligible instructor](#) before ordering.
2. [Order the packet ASAP](#) from the Texas Department of Licensing and Regulation.
3. When you receive your packet, hang on to it for 3 days.
4. After 3 days, let us know by emailing us at support@aceable.com to update your certificate date.

Forms from the PTDE packet

1. Classroom Instruction Driver Education Affidavit
2. Texas Residency Affidavit
3. PTDE Packet Receipt - only if you ordered the packet on or after 11/14/2016

From Aceable

1. DE-964 Permit Certificate - We email this to you.
2. Classroom Instruction Log - Download & print from aceable.com/texasdrivinglogs

Verification of Enrollment (VOE) Form

Download the form [here](#). Get this filled out and signed by a school administrator. It expires after 30 days!

Learner License Application Fee

\$16 payable by cash, credit, check or money order

Application for Driver License or Identification Card

Get this at the DPS office when you are there.

Proof of Identity & Lawful Presence

You can either provide:

1 Primary Document

Texas ID, US Passport, or US Citizenship Certificate

-OR-

Original Birth Certificate AND 2 Other Items Below

Original Social Security Card, Immunization Records*, Hospital-Issued Birth Record*, Medicare or Medicaid Card*, Report Card, Photo ID Card*.

**Documents must be issued by an institution, entity, or government agency from a US state or territory.*

Proof of Texas Residency

Your instructor will confirm your Texas residency to DPS by filling out the Texas Residency Affidavit and bringing **two** of the following items under their name:

Mortgage Statement, Utility Bills, Bank/Card Statements, Deed, Report Card, W-2

Note: Both documents must show the same name and address, be dated within 30-90 days, and come from two different sources. Your instructor does not need to live with you; they just need to have a Texas address.

Proof of Social Security

Bring your original Social Security card. Copies are not accepted.

Thanks for being part of the Aceable family!
Questions? Give us a call @ 512-522-4174 or chat online at [Aceable.com](https://aceable.com)



Classroom Instruction – Driver Education Affidavit For Class C Learner License

All information on this affidavit, except the signature, must be typed or printed in black ink. The signature must be written in black ink.

I, Your Parent/Legal Guardian Instructor's Legal Name, valid driver license number <- this person's driver license #, hereby certify that
(Instructor's Legal Name) (Driver License Number)

the following information contained in this form is true and correct. I am the instructor of Legal Name of Student Getting the Permit, whose
(Student's Legal Name)

date of birth is Student's Birthdate, thereby meeting the age requirement to obtain a Class C learner license.
(MM-DD-YYYY)

I certify that for the above-named student, I am the: **Instructors, please select your relationship to the student below.**

- Parent Legal guardian Step-parent Step-grandparent Foster parent Grandparent

I acknowledge if one of the above relationships doesn't apply, then by law, I'm not authorized to teach Parent Taught Drivers Education.

I certify that I:

1. Have submitted the \$20 fee to enroll in the Texas Department of Licensing and Regulation's Parent Taught Driver Education Program prior to beginning any instruction.
2. Possessed a valid driver license for the preceding three years;
3. Have not been convicted of Criminally Negligent Homicide;
4. Have not been convicted of Driving While Intoxicated;
5. Have not had my driving privileges suspended, revoked or forfeited in the past three years;
6. Had less than six surcharge points assigned to me at the time I began instructing the above-named student; and

I certify that I have instructed my student in the following Texas Department of Licensing and Regulation approved course of instruction:

- 32 hours of classroom instruction under the Block Driver Education Program Date of Course Completion
Completion Date
- 6 hours of classroom instruction under the Concurrent Driver Education Program _____
Completion Date

Title of TDLR-Approved PARENT TAUGHT Training Course: Aceable Course Number: 116

I acknowledge that falsely certifying the information contained in this affidavit will subject me to criminal penalties under Texas Transportation Code 521.454.

*** DO NOT FILL OUT OR SIGN THIS SECTION UNTIL IN FRONT OF THE DPS CLERK!***

(Signature)

(Date)

Sworn to and subscribed before me this _____ day of _____, 20_____.

IGNORE. You do NOT need a notary signature if you sign this section in front of the DPS clerk.

(Notary Public in and for the State of Texas/Authorized Officer)

NOTE: One affidavit is required for each instructor who taught a student in each phase of the course. If there is more than one instructor, this form may be photocopied for use by the other instructor(s). All instructors must accompany the student when applying for a learner license. This affidavit must be signed either before a Driver License employee at the driver license office or before a Notary Public before coming to the driver license office. The document(s) must be presented when the student applies for a learner license. Definition of a qualified instructor can be found in the Parent Taught Driver Education Program Guide. **DL-90A (Rev. 8/15)**



Texas Residency Affidavit

Instructions for completion are on back of form



To be eligible for a Texas driver license or identification card, the applicant must be a resident of or domiciled in Texas. If the applicant cannot provide two acceptable residency documents from the list found on the back of this form, this affidavit may be used as evidence of residency in Texas.

*Texas domicile rules are in the Texas Administrative Code (37 TAC §§ 15.49 and 16.15).

The applicant for a Texas driver license or identification card must complete **Section A**.

A. Applicant Information

Name **Student Information Goes Here**

Residence Address	City	State	ZIP Code
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I certify that the information provided above is true and correct. I understand that according to Texas law, it is a crime to knowingly make any false statement relating to the application for a driver license or identification card.

Applicant's Signature

*** DO NOT SIGN UNTIL IN FRONT OF THE DPS CLERK!***

Date

A representative who provides services to the applicant at the address in **Section A** must complete **Section B** certifying that the applicant resides or receives services at that address.

The individual who resides at the address in **Section A** must complete **Section B** certifying that the applicant resides at that address and provide two acceptable documents establishing proof of residency. If the individual who completes **Section B** is not related to the applicant, they must accompany the applicant and submit this affidavit in person.

B. Individual or Representative Information

Name of Individual or Representative

Parent or Legal Guardian Instructor's Information Goes Here

If a representative, please provide the affiliate organization

Business or Residence Address	City	State	ZIP Code
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The applicant and the individual or representative must sign Section B.

The individual or representative for the applicant must certify and sign the following section. I certify the information submitted on behalf of the above applicant is true and correct. The applicant does live at my residence or receives services at the location listed above. I understand that according to Texas law, it is a crime to knowingly make any false statement relating to application for a driver license or identification card.

Certifier's Signature

*** DO NOT SIGN UNTIL IN FRONT OF THE DPS CLERK!***

Date

Notarization (if required) may be provided in the space below

DL-5 (Rev. 2/13) **IGNORE. You do NOT need a notary signature if you sign this section in front of the DPS clerk.**



CLASSROOM INSTRUCTION LOG

Student's Name: Legal name of student getting permit	Instructors Name: Parent/Legal Guardian Instructor's Legal Name
Date Classroom Instruction Began: Date began Level 1	Instructor's Driver License #: ^ This person's driver license #
Date Classroom Instruction Completed: Date finished course	TDLR-Approved Course #: 116

As you complete each course section (large levels are broken up into three sections), fill in the date and have the instructor sign the corresponding box. Bring this completed sheet to the DPS office when you apply for your learner and provisional license.

REMEMBER: The classroom portion of Parent Taught Drivers Ed should not be completed in less than 16 days. Students must limit study time to **two hours per day**.

Unit	Hours Required	Date Completed	Instructor Signature
Level 1: Ch 1, 2, & 3	2	Day 1	
Level 1: Ch 4 & 5	2	Day 2	
Level 1: Ch 6, 7, & 8	2	Day 3	
Level 2	2	<div style="color: red; font-size: small;"> All dates that you list must be ON OR AFTER the date that you received the packet from the TDLR. </div> <div style="color: red; font-size: small; margin-top: 10px;"> For example, Ace Robot received his PTDF packet from the TDLR on January 1, 2016. Therefore, the first date that he can list on this log must be January 1, 2016 OR a later date. Any date listed before January 1, 2016 will not be accepted by the DPS. </div> <div style="color: red; font-size: small; margin-top: 10px;"> Fill out the rest of the dates as appropriate </div>	
Level 3	2		
Level 4	2		
Level 5	2		
Level 6	2		
Level 7	2		
Level 8: Ch 1 & 2	2		
Level 8: Ch 3 & 4	2		
Level 8: Ch 5, 6, & 7	2		
Level 9	2		
Level 10	2		
Level 11	2		
Level 12	2		
Total	32	↓	

Note: You may be required to present this form at the driver license office when the student applies for a learner license and provisional license. This form is also referred to as the DL-91A.

This is not an official certificate - use this example to help you fill out your own certificate which was emailed to you in a separate file.

↓ This portion must be presented to DPS for issuance of a Learner License ↓

DPS / INSURANCE COPY

TEXAS DRIVER EDUCATION CERTIFICATE

CONTROL NO.

(Type or print legibly in black ink)

PT 00000000

FOR LEARNER LICENSE ONLY

Parent Taught Driver Education (PTDE) Course **Duplicate (Original Control # PT _____)**

Concurrent Program * (classroom and laboratory provided simultaneously) **Block Program** (entire classroom phase completed before laboratory begins)

* Under the concurrent program, if a student does not complete the required classroom instruction, the instructor is required to complete Parent Taught Cancellation Form (DL-93) and send it to the License and Record Service at the Texas Department of Public Safety. The DPS may then revoke the student's learner license.

Name: Robot, Ace R Date of Birth: 01/01/2000 Male Female
Last First MI

Must take Class C-Road Rules and Class C-Signs examinations with the Department of Public Safety
 Has passed Class C-Road Rules and Class C-Signs examinations. Grade: Road Rules P Road Signs P and
Must take vision exam with the Department of Public Safety

I hereby certify that the person indicated has completed and passed at least six (6) hours of driver education traffic laws and is enrolled in a Parent Taught Driver Education course approved by the Texas Department of Public Safety.

Signature of Parent /Guardian Instructor <- This person's driver license # Aceable

Signature of PTDE Instructor Instructor DL # PTDE Course Name

[Signature] #116 09/02/16
Signature (Optional) PTDE Course Provider PTDE Course Number Date Issued

WARNING: You may commit a crime if you present this certificate to the DPS and you did not complete the course of hours as indicated. You may also commit a crime if you put any information on this certificate that is not true.

UNLAWFUL IF REPRODUCED OR ALTERED

PT DE-964E (Rev 09/2013)