

**APPLICATION FOR PUBLIC PASSENGER ENDORSEMENT**  
R-7 REV. 8-2019

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
PASSENGER ENDORSEMENT REVIEW UNIT  
On The Web At ct.gov/dmv



**INSTRUCTIONS**

1. Complete DCF-3031 form and submit to Department of Children and Families **PRIOR** to submitting this application (S, V and A only)  
**Mail to: DCF-Careline Background Searches - 505 Hudson St. - 5th Floor - Hartford, CT 06106 or Fax to (860) 560-7071**
2. Type or print clearly with ballpoint pen, answer questions 1 through 20, and sign under oath.
3. Attach documents listed in A or B depending on your residency status - please check all documents being submitted.  
If all documents listed are not submitted your package CANNOT be accepted.
  - A. CT Residents (more than 5 years)
    - Medical Examiner Certificate (Form MCSA-5876) with a exam date within 90 days
    - Completed fingerprint card **Do not bend card**
    - A check payable to "DMV" for \$87.00 for fingerprint processing. Effective January 1, 2019 fee will increase to \$88.25.
    - National Sex Offender Check, for more information go to: <http://www.nsopw.gov>
  - B. CT Residents (less than 5 years)
    - All of the above, plus
    - Certified criminal and driving history for any out-of-state/country

1. APPLICANT'S NAME (Last, First, Middle Initial)	2. GENDER <input type="checkbox"/> M <input type="checkbox"/> F	3. DATE OF BIRTH	4. SOCIAL SECURITY NUMBER
5. LIST ANY OTHER NAMES EVER USED (Alias, Maiden, etc.)		6. BIRTHPLACE (If foreign born, include country)	
7. MAILING ADDRESS (Number and Street, City or Town, State, Zip Code)			
8. RESIDENCE ADDRESS (If different from mailing address)		9. NAME AND PLACE OF EMPLOYMENT (Business name and complete address)	
10. E-MAIL: (IF YOU WISH TO BE CONTACTED VIA E-MAIL PLEASE LIST)			

11. APPLYING FOR ENDORSEMENT <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/> A <input type="checkbox"/> F	12. OPERATOR'S LICENSE NUMBER	13. DAYTIME NUMBER (      )
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QUESTION	YES ( <input type="checkbox"/> )	NO ( <input type="checkbox"/> )	EXPLANATION
14. Have you lived in another state or country during the past five years?			IF "YES", WHAT STATE(S) OR COUNTRY?  (ATTACH CERTIFIED DRIVING AND CRIMINAL HISTORY FOR EACH STATE OR COUNTRY)
15. Have you ever held a driver's license issued by any other state or country during the past five years?			IF "YES", WHAT STATE(S) OR COUNTRY?  (ATTACH CERTIFIED DRIVING AND CRIMINAL HISTORY FOR EACH STATE OR COUNTRY)
16. Do you meet all the physical requirements as set forth in Section 14-44 CGS and Title 49 CFR Section 391.41?			IF NO, PLEASE EXPLAIN
17. Have you ever been treated for any health condition which is likely to cause a loss of consciousness or any other loss of ability to control a motor vehicle?			<b>IF YOU INDICATE YES TO QUESTIONS 17-20 YOU MUST ATTACH A STATEMENT EXPLAINING THE CIRCUMSTANCES</b>
18. Have you ever been convicted of an alcohol or drug related offense relative to the operation of a motor vehicle?			
19. Are there any criminal charges currently pending against you?			
20. Have you EVER BEEN CONVICTED of a crime, offense, forfeited bond or collateral? (Exclude minor traffic violations, or any offense settled in a juvenile court or under a youthful offender law).			

I \_\_\_\_\_ do here by authorize  
Print applicant name

the Dept. of Children and Families to research its records to determine if I am listed on the Central Registry of Perpetrators of Child Abuse and Neglect. I understand that this information will be used solely to determine my suitability for whether I am a proper person to be issued a Connecticut Public Passenger endorsement by the Dept. of Motor Vehicles. I release the Dept. of Children and Families from any liability for any damages I may incur which may result from the release/use of this information.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

This authorization will expire 180 days after the date of the signature.

Note: This search will not disclose substantiations or DCF involvement unless the person signing the release is listed on the Central Registry.

<b>CERTIFICATION BY APPLICANT</b>	I swear or affirm under penalty of false statement in accordance with Connecticut General Statute 53a-157b that all information provided as part of this application is true and accurate.	SIGNATURE OF APPLICANT <b>X</b>	DATE SIGNED
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**DMV USE ONLY**

DOCUMENTS SUBMITTED

FINGERPRINT CARD       FORM MCSA-5876       DRIVER HISTORY       CRIMINAL HISTORY       SEX OFFENDER CHECK

REMARKS



A public passenger endorsement is required to operate the following types of vehicles:

Endorsement	Type of Vehicle
S	School Bus
V	Student Transportation
A	Activity Vehicle
F	Service Bus, Taxi and Livery

**Below is a checklist of all documentation that must be submitted to apply for a public passenger endorsement:**

1. **S, V and A endorsement applicants only:** Authorization for Release of Information for DCF CPS Search (DCF-3031): This form must be mailed directly to Department of Children and Families. **Mail this form to:** DCF Careline Background Searches, 505 Hudson St - 5th floor, Harford, CT 06106 or Fax to (860)560-7071. Important: Failure to complete and mail this form to DCF prior to submitting your application to DMV **will result in a delay** of the processing of your application.

**All the forms listed below must be mailed to the Department of Motor Vehicles**

2. Application for Public Passenger Endorsement (R-7). **Make sure it's signed and dated.**
3. Medical Examiner Certificate Form - MCSA-5876, the exam date on the certificate must be within 90 days of applying for the endorsement.
4. Connecticut State Police Fingerprints (DPS-125X- rev 7/95) **Do not bend card**
5. A personal check, bank check or money order made payable to "DMV" for **\$87.00**. Effective January 1, 2019 fee will increase to \$88.25.
6. Sex offender check: This can be obtained by visiting the following website: <http://www.nsopw.gov> (if there are AKA's (other names used), all names must be run). The check submitted must have a date stamp from the printer it is printed from. The date stamp must be within five (5) days of the date of application.
7. Copy of your valid Connecticut license
8. If your address has changed you must also enclose a **B-58 Change of Address** form with your application.

**Applicants who have held a license in CT less than five years MUST also submit:**

9. A CERTIFIED DRIVING history and CRIMINAL history from any previous licensing state(s)/countries. The histories must cover the last five years. Applicants from the following CLOSED criminal record states: AZ, CA, MS, NC, TN and VT are only required to submit the certified driving history.

Forms #5-9 above should be **mailed/dropped off** to:

Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06109  
**Attention: Public Passenger Endorsement Review Unit**

**Applications may be hand-delivered to the Wethersfield office ONLY. There is a drop off box located on the first floor of the DMV next to the information box and is marked Public Service Applications.**

**IMPORTANT: When mailing/dropping applications DO NOT BENT fingerprint cards. Your application will be returned if bent cards are received.**

Processing of applications will take approximately 6-8 weeks. After the examination and all background checks are performed an approval/denial letter will be sent to the application via email/mail (depending on applicant's request).

If applicant is approved the applicant must present appear at a HUB branch office with the following documents:

- Approval letter/email within 90 days of the approval date
- Current CT driver license
- Applicable fees for endorsement
- S endorsement only: proof they have passed a proficiency test
- V endorsement only: training certificate (R-360)

## Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>3</sup> by Department of Motor Vehicles that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>4</sup>
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>5</sup>
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- If you need additional information or assistance, please contact:

<p><b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p><b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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<sup>3</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>4</sup> See 28 CFR 50.12(b).

<sup>5</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation  
United States Department of Justice  
Privacy Act Statement

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).



## Authorization for Release of Information for DCF CPS Search

DCF-3031  
12/15 (Revised)

I, \_\_\_\_\_ do hereby authorize the Department of Children and Families to research

(Type Applicant Name)

its records to determine whether or not I am on the central registry of persons responsible for child abuse and neglect I understand that this information may be used to determine my suitability solely for (check one):  Employment  Day Care  Volunteer  Intern  Mentor  Other

By: Agency Name / Attention: PASSENGER ENDORSEMENT REVIEW UNIT  
 Address/City / State / Agency: DEPARTMENT OF MOTOR VEHICLES  
 Zip Code Address: 60 STATE STREET  
 City: WETHERSFIELD State: CT Zip Code: 06161

I release the Department of Children and Families from any liability for any damages I may incur which may result from the release / use of this information. I submit my following information to assist the Dept. of Children and Families in their search.

**PLEASE TYPE OR PRINT LEGIBLY / LEAVE NO BLANK SPACES**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Last, First Middle  
 Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Street (No P.O. Boxes) Apartment No.  
 City State Zip Code  
 How Long at Current Address: \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

**Previous Address(es)/List All for the Last Five Years (continue on reverse side of form if necessary)  Check if reverse side used**

Street (No P.O. Boxes)	Apt. #	City/Town	State	Zip Code	Dates	
					From (Month/Yr.)	To (Month/Yr.)

**Other Names I have Used – Including Maiden, Previous Marriages(s)  Check if reverse side used**

Last	First	Middle

**Name of Spouses/Other Adults in the Home – Past and Present  Check if reverse side used**

Last	First	Middle	D.O.B. Month/Day/Year	Signature/Date (If Still in the Home)

**Names of ALL Child(ren) – Biological, Stepchildren Including Adult Children In or Out of the Home  Check if reverse side used**

Last	First	Middle	Gender	D.O.B. (Month/Day/Year)

**Do you have an active DCF investigation at this time?  Yes  No**

**Do you have an active appeal of a DCF investigation at this time?  Yes  No**

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

THIS AUTHORIZATION WILL EXPIRE 180 DAYS AFTER THE DATE OF THE SIGNATURE. FORMS NOT FILLED OUT COMPLETELY AND PRINTED CLEARLY WILL BE RETURNED. DO NOT LEAVE ANY BLANK SPACES. PLEASE SPECIFY WITH N/A IF NOT APPLICABLE.

\*\*\*\*DCF Conducts a Search of the CT Registry ONLY\*\*\* The Accuracy of this Search is Limited to the Information Provided by the Applicant to DCF

**Mail to: DCF Careline Background Searches – 505 Hudson Street – 5<sup>th</sup> Floor – Hartford, CT 06106 or FAX: 860-560-7071**

**DCF-CT Careline CPS-BGC USE ONLY DO NOT WRITE BELOW THIS LINE**

DATE: \_\_\_\_\_ Central Registry: YES \_\_\_ NO \_\_\_ Processor's Initials: \_\_\_\_\_