

Wisconsin Division of Motor Vehicles
Driver Training and Records Unit
Driver Training School Program

AccessGov
Schools User Guide



August 2025
DOTDrvrTrnSchool@dot.wi.gov

FORM SUBMISSION

NOTE: Form submissions Time Out after 15 minutes of inactivity. If that happens you will need to restart your submission. Information entered will not be saved unless you have a Public User account and are logged in before starting submission.

We suggest reviewing the forms and having all your documents ready before starting your submission.

1. Go to the WisDOT Driver Training School website and click on the ONLINE APPLICATION link to navigate to the AccessGov online application.

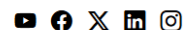
<https://wi.accessgov.com/wisdot/Forms/Page/dmv/dts-application>

Driver Training School and Instructors-

[Wisconsin DMV Official Government Site – Requirements to start a driver training school](#)



State of Wisconsin
Department of Transportation



DMV Services ▾ Doing Business ▾ Travel ▾ Safety ▾ Projects and Studies ▾ About WisDOT ▾



Requirements to start a driver training school or become an instructor

Opening/maintaining a driver training school

[Find a driver training school](#)

[Find a failure to yield right of way course](#)

[Find a CDL training school](#)

[Motorcycle courses](#)

[Find a motorcycle school](#)

[Find a traffic safety school](#)

[Driver license/ID cards](#)

[Commercial license](#)

[Teen drivers](#)

[Vehicles](#)

Commercial (for-profit) driver training schools and instructors are licensed and regulated by the Wisconsin Department of Transportation. For information, forms and links to start a school or become an instructor, select from the boxes below.

Class D School Online Application

Sign up to receive regular updates:

Email:

[subscribe ▸](#)

Select a box below for additional links and information:

Class D driver training school requirements	+
Class D driver training school INSTRUCTOR requirements	+
CDL driver training school requirements	+
License plates, title and other vehicle transactions	+

2. On the AccessGov form page- Answer the Introduction question



ACCESSGOV

Q Search Home Directory M

Driver Training School and Instructor Application/Forms

Online Update

Introduction

Driver Training School
Application MV3110

Driver Training School
Instructor Application MV3112

Driver Training School Office
Certification MV3683

Driver Training School

Do you need your school's information updated on WisDOT's website? Click Yes then Next. Fill out the form then click the Submit to the left.

☐ Yes
☐ No

You can find your listing at [Class D Instruction](#) | [Find A Driver Training School*](#)

< Previous

Save and Exit

Next >

3. If you choose Yes to Do you need your school's information updated on WisDOT's website? You can submit your information update request

Driver Training School and Instructor Application/Forms

Online Update	Do you need your school's information updated on WisDOT's website? Click Yes then Next. Fill out the form then click the Submit to the left.
Introduction	☒ Yes ☐ No
Driver Training School Application MV3110	You can find your listing at Class D Instruction Find A Driver Training School
Driver Training School Instructor Application MV3112	Online Update
Driver Training School Office Certification MV3683	School Name
Driver Training School Classroom Certification MV3684	Address Address Line 1 Address Line 2
Driver Training School Bond MV3784 or Driver Training School Bond Alternative MV3755	City -- State -- Zip
Business Liability Insurance	County Phone
Vehicle Insurance	Email Website
Driver Training Vehicle Record MV3264	Alternate Contact Method
Driver Training School Student Record Card MV3767	Adults ☐ Yes ☐ No Motorcycle ☐ Yes ☐ No
Contracts	Complete Training ☐ Yes ☐ No Online ☐ Yes ☐ No
Fee schedule	Instructor Training (School Employees) ☐ Yes ☐ No Refresher Course Classroom ☐ Yes ☐ No
Course summary	Failure to Yield Classroom ☐ Yes ☐ No Written & Highway Sign Testing Under ☐ Yes ☐ No
Review	Failure to Yield Online ☐ Yes ☐ No Nine Hours Behind Wheel No Observer ☐ Yes ☐ No
	Instructor (General Public): ☐ Yes ☐ No Six Hours Behind The Wheel Six Hours Observation ☐ Yes ☐ No
	Signature Date

 **CLICK THE SUBMIT BUTTON TO THE LEFT- DO NOT CLICK NEXT**

4. After you fill out the information update form CLICK THE SUBMIT BUTTON TO THE LEFT- DO NOT CLICK NEXT

Review	☐ Yes ☐ No	☐ Yes ☐ No
Submit	Failure to Yield Classroom ☐ Yes ☐ No	Written & Highway Sign Testing Under ☐ Yes ☐ No
	Failure to Yield Online ☐ Yes ☐ No	Nine Hours Behind Wheel No Observer ☐ Yes ☐ No
	Instructor (General Public): ☐ Yes ☐ No	Six Hours Behind The Wheel Six Hours Observation ☐ Yes ☐ No
	Signature	Date

 **CLICK THE SUBMIT BUTTON TO THE LEFT- DO NOT CLICK NEXT** |

5. If you choose No click Next and answer

WISCONSIN

gov / ACCESS GOV

Q Search Home Directory M

Driver Training School and Instructor Application/Forms

Online Update

Introduction

Driver Training School Application MV3110

Driver Training School Instructor Application MV3112

Do you need your school's information updated on WisDOT's website? Click Yes then Next. Fill out the form then click the Submit to the left.

☐ Yes
☒ No

You can find your listing at [Class D Instruction](#) | [Find A Driver Training School](#)"

< Previous

Save and Exit

Next >

6. Please read the introduction statement. Choose the appropriate response then click Next

Driver Training School and Instructor Application/Forms

✓ Online Update

Introduction

Driver Training School Application MV3110

Driver Training School Instructor Application MV3112

Driver Training School Office Certification MV3683

Are you currently a WisDOT Licensed Driver Training School?

☒ Yes
☐ No

To Upload and Submit Driver Training School Forms

CLICK NEXT TO CONTINUE

After Your Forms Have Been Reviewed A Team Member Will Contact You

< Previous

Save and Exit

Next >

7. This will begin the online application process.

Driver Training School and Instructor Application/Forms

✓ Online Update

✓ Introduction

Driver Training School Application MV3110

Driver Training School Instructor Application MV3112

Driver Training School Office Certification MV3683

Driver Training School Classroom Certification MV3684

Driver Training School Bond MV3764 or Driver Training School Bond Alternative MV3755

Business Liability Insurance

Vehicle Insurance

Driver Training Vehicle Record MV3264

Driver Training School Student Record Card MV3767

Contracts

Fee schedule

Course summary

Review

Submit Delete

Driver Training School Application MV3110

Driver Training School Application Fee	
Application Type	Fee Amount
Original	\$190 per school
Renewal	\$190 per school

NOTE:

Questions 1, 2, 6 and electronic signature are required

If you already have your form MV3110 filled out you can simply upload your document by using the Choose File button below.

Submit Driver School Application MV3110

Choose File No file chosen

CDTP

Choose File No file chosen

Link to Form

<https://wisconsin.gov/Documents/formdocs/mv3110.pdf>

I certify that the answers and statements on this application are true and correct. I understand that the school and Instructor license applications will be denied if an applicant has unpaid taxes or child support.

Signature * (Authorized School Representative Signature)

Date Signed 09-03-2025

Application Type

☐ Original
☐ Renewal
☐ Duplicate
☐ Change

License Type

☐ Adult Only
☐ Under 18 Only
☐ Adults and Under 18
☐ Commercial Motor Vehicle
☐ Online FYR Only

Courses Applying For

Courses	Failure to Yield	Instructor Training	CMV
☐ Classroom ☐ 8/9 Behind-the-Wheel ☐ 9 Hours BTVV ☐ Refresher ☐ Adults Only ☐ Online	☐ Classroom ☐ Online ☐ Both	☐ Public ☐ Private ☐ Both	☐ CMV

NOTE: ALL FIELDS WITH THE RED ASTERISK SIGN REQUIRED FIELDS AND MUST BE COMPLETED (example below)

Date *	Application Type*
MM-DD-YYYY 	☐ Original
① Date is required.	☐ Reinstatement
	☐ Renewal
	☐ Change

8. There is an option to download the form and fill it out by choosing the “Link to Form” link

Link to Form

<https://wisconsindot.gov/Documents/formdocs/mv3110.pdf>



9. With the form completed you will have the option to upload the completed and signed form electronically. To do this click on “Choose File”

Submit Driver School Application MV3110



CDTP



***** NOTE THIS FEATURE IS AVAILABLE FOR ALL FORMS *****

10. Once you have completed each form choose the next button at bottom of the form to navigate to the next form



11. Follow these same steps for each form until you get to the review page.

***** NOTE IF YOU THE TRIANGLE WITH THE EXCLAMATION POINT IN IT THERE IS A REQUIRED FIELD THAT IS BLANK ON THAT FORM AND YOU NEED TO GO BACK TO THE FORM COMPLETE THE FIELD. *****



12. Required field not completed

Driver Training School and Instructor Application/Forms

☒ Online Update	Driver Training School Office Certification MV3683
☒ Introduction	If you already have your School Office Certification MV3683 filled out you can simply upload your document by using the Choose File button below.
☒ Driver Training School Application MV3110	Choose File No file chosen
☒ Driver Training School Instructor Application MV3112	Office Sketch



13. The Review page will show all uploaded documents and online information submitted (example below)

✓ Introduction

✓ Driver Training School Application MV3110

✓ Driver Training School Instructor Application MV3112

✓ Driver Training School Office Certification MV3683

Driver Training School Classroom Certification MV3684

Driver Training School Bond MV3764 or Driver Training School Bond Alternative MV3755

✓ Business Liability Insurance

✓ Vehicle Insurance

✓ Driver Training Vehicle Record MV3264

✓ Driver Training School Student Record Card MV3767

✓ Contracts

✓ Fee schedule

✓ Course summary

✓ Review

Do you need your school's information updated on WisDOT's website? Click Yes then Next. Fill out the form then click the Submit to the left.

☐ Yes

☒ No

You can find your listing at [Class D Instruction](#) | [Find A Driver Training School](#)

Driver Training School Application MV3110

Driver Training School Application MV3110

Driver Training School Application Fee	
Application Type	Fee Amount
Original	\$190 per school
Renewal	\$190 per school

NOTE:

Questions 1, 2, 6 and electronic signature are required

If you already have your form MV3110 filled out you can simply upload your document by using the Choose File button below.

Submit Driver School Application MV3110: [Driver School Application MV3110.pdf](#)

CDTP: [CDTP.pdf](#)

Link to Form

<https://wisconsindot.gov/Documents/formdocs/mv3110.pdf>

I certify that the answers and statements on this application are true and correct. I understand that the school and Instructor license applications will be denied if an applicant has unpaid taxes or child support.

Signature: John Brown

Date Signed: 09-03-2025

Application Type

☒ Original

☐ Renewal

☐ Duplicate

☐ Change

License Type

☐ Adult Only

☐ Under 18 Only

☒ Adults and Under 18

☐ Commercial Motor Vehicle

☐ Online FYR Only

Submit

Delete

14. On this page you can review all your forms before clicking the submit button at the bottom of the review page.

< Previous

Save and Exit

Submit

15. Once the submit button is clicked your submission goes to the Driver Training School inbox where it will be reviewed.

PAYMENT

16. If everything is in order, then after the review you will receive a “Continue to next step:” email with a ePay link in it to make your payment if a payment is required. “Click the ePay Link”

School Payment



DOT Driver Training Schools
To: DOT Driver Training Schools

Reply Reply All Forward

Wed 9/3/2025 1:33 PM

Hello,

Thank you for your submission

Your Driver Training School requires payment. Please follow the DMV ePay link below and enter the envelope number to submit your School fees. After payment is made, please forward a copy of your receipt to: DOTDrvrTrnSchool@dot.wi.gov

DMV ePay: <https://trust.dot.state.wi.us/dmvepay/envelope>



Envelope#: 85003252463

Amount due: \$125

Thank you,

Wisconsin Division of Motor Vehicles
Qualification and Issuance Section
Training and Records Unit

17. This will route you to the DMV ePay webpage. Here you will enter the Envelope ID provided in the email.

School Payment



DOT Driver Training Schools
To: DOT Driver Training Schools

Reply Reply All Forward

Wed 9/3/2025 1:33 PM

Hello,

Thank you for your submission

Your Driver Training School requires payment. Please follow the DMV ePay link below and enter the envelope number to submit your School fees. After payment is made, please forward a copy of your receipt to: DOTDrvrTrnSchool@dot.wi.gov

DMV ePay: <https://trust.dot.state.wi.us/dmvepay/envelope>



Envelope#: 85003252463

Amount due: \$125

Thank you,

Wisconsin Division of Motor Vehicles
Qualification and Issuance Section
Training and Records Unit



State of Wisconsin
Department of Transportation

DMV ePay



Envelope Id

Envelope ID is on the correspondence sent to you



I'm not a robot



reCAPTCHA
Privacy - Terms

Lookup

Exit

18. After entering the envelope ID number complete the reCAPTCHA



State of Wisconsin
Department of Transportation

DMV ePay

Envelope id
85003252463

Envelope ID is on the correspondence sent to you



I'm not a robot

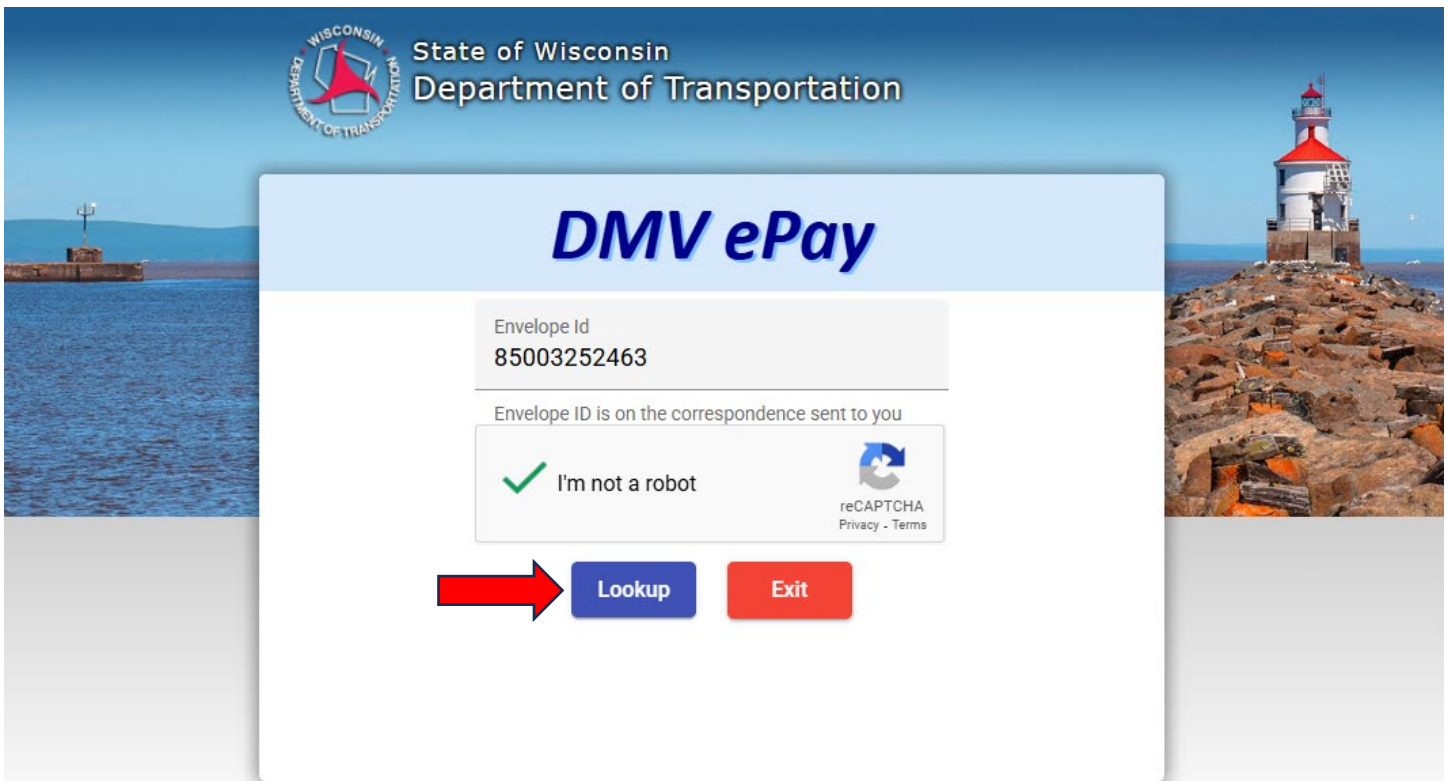


reCAPTCHA
Privacy - Terms

Lookup

Exit

19. Now click on Lookup



WISCONSIN
DEPARTMENT OF TRANSPORTATION

State of Wisconsin
Department of Transportation

DMV ePay

Envelope Id
85003252463

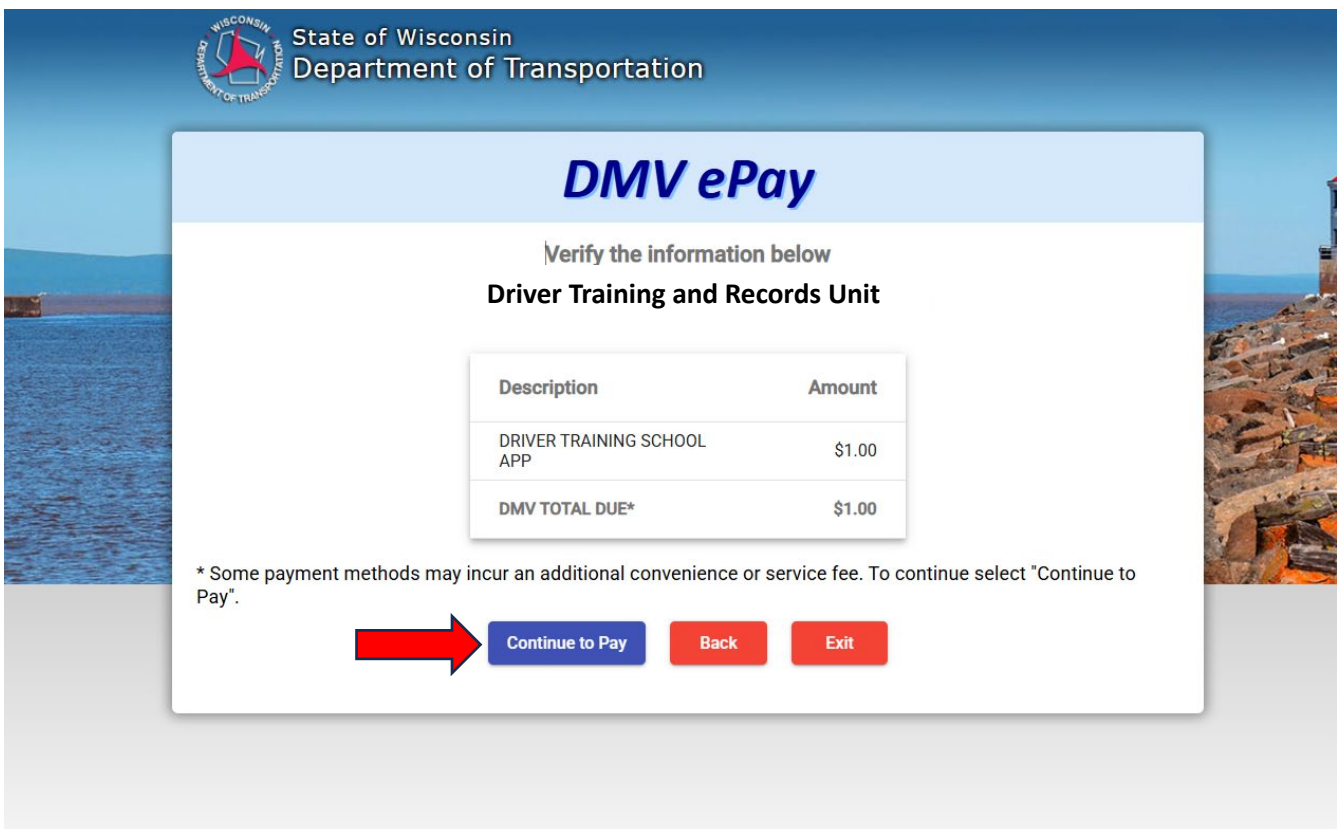
Envelope ID is on the correspondence sent to you

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

 **Lookup** **Exit**

20. You will verify the amount is the same as in the email and click on Continue to Pay



WISCONSIN
DEPARTMENT OF TRANSPORTATION

State of Wisconsin
Department of Transportation

DMV ePay

Verify the information below

Driver Training and Records Unit

Description	Amount
DRIVER TRAINING SCHOOL APP	\$1.00
DMV TOTAL DUE*	\$1.00

* Some payment methods may incur an additional convenience or service fee. To continue select "Continue to Pay".

 **Continue to Pay** **Back** **Exit**

21. When this popup appears click OK

trust.dot.state.wi.us says

Payment is required on the next screen. Have your payment method ready and select OK, or select Cancel to go back. Fees submitted cannot be refunded.



22. Complete the fields and submit your payment



Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	Wisconsin DMV Total	\$1.00	1	\$1.00
Total				\$1.00

Transaction Summary

Wisconsin DMV Total	\$1.00
TOTAL	\$1.00

Need Help?

Select Payment Method and Continue to proceed with payment.

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Verification

Cancel

23. Once complete save the receipt as a PDF and forward the PDF to the Driver Training School inbox



DTS1, August 2025
Wisconsin DTS Manual