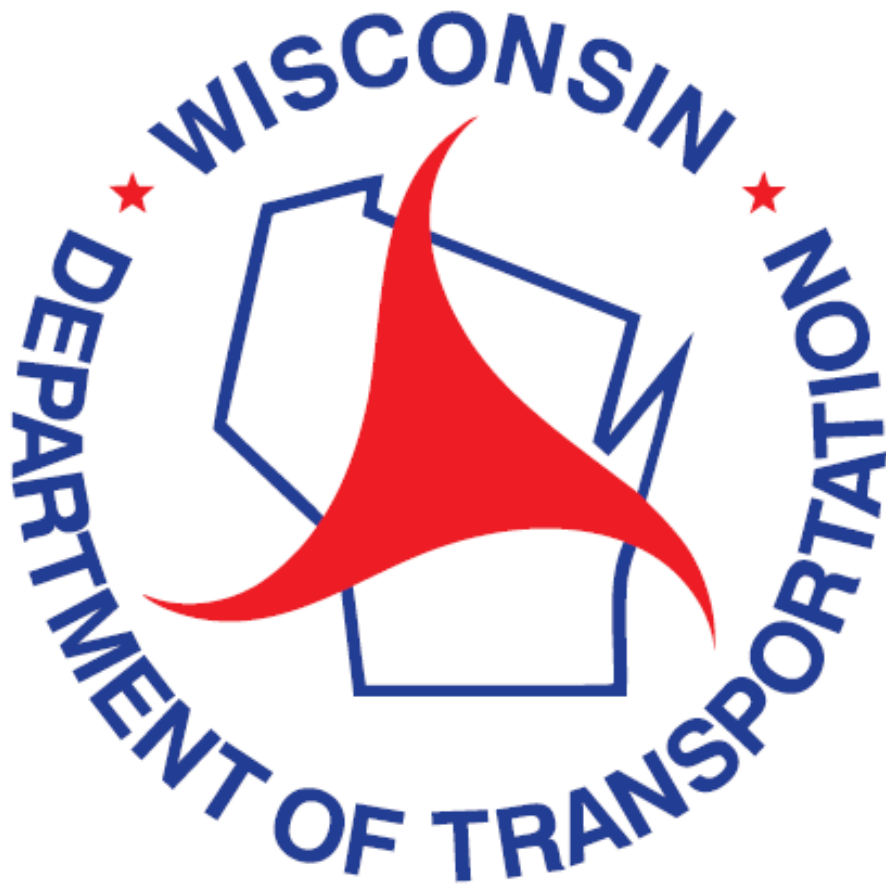


Wisconsin Division of Motor Vehicles
Driver Training and Records Unit
Driver Training School Program

AccessGov
Schools User Guide



August 2025

DOTDrvrTrnSchool@dot.wi.gov

USING ACCESSGOV

FORM SUBMISSION

NOTE: Form submissions Time Out after 15 minutes of inactivity. If that happens you will need to restart you 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 appropriate ONLINE APPLICATION link to navigate to the AccessGov online application.

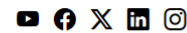
<https://wi.accessgov.com/wisdot/Forms/Page/dmv/dts-application>

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 ▾ State Patrol ▾ Doing Business ▾ Travel ▾ Safety ▾ Projects and Studies ▾ About WisDOT ▾



Driving schools and instructors requirements

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](#)

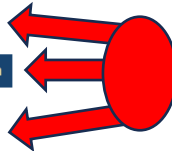
[Vehicles](#)

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](#)

[Failure to Yield School Online Application](#)

[CDL School Online Application](#)



[Driver Training Schools AccessGov User Guide](#)

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](#) +

[CDL driver training school INSTRUCTOR requirements](#) +

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



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 WisDOTs website? Click Yes then Next. Fill out the form then click the Submit to the left.
Introduction	<input checked="" type="radio"/> Yes <input type="radio"/> 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 MV3883	School Name <input type="text"/>
Driver Training School Classroom Certification MV3884	Address Address Line 1 <input type="text"/> Address Line 2 <input type="text"/>
Driver Training School Bond MV3764 or Driver Training School Bond Alternative MV3755	City <input type="text"/> -- State -- <input type="text"/> Zip <input type="text"/>
Business Liability Insurance	County <input type="text"/> Phone <input type="text"/>
Vehicle Insurance	Email <input type="text"/> Website <input type="text"/>
Driver Training Vehicle Record MV3264	Alternate Contact Method <input type="text"/>
Driver Training School Student Record Card MV3767	Adults <input type="radio"/> Yes <input type="radio"/> No
Contracts	Motorcycle <input type="radio"/> Yes <input type="radio"/> No
Fee schedule	Complete Training <input type="radio"/> Yes <input type="radio"/> No
Course summary	Online <input type="radio"/> Yes <input type="radio"/> No
Review	Instructor Training (School Employees) <input type="radio"/> Yes <input type="radio"/> No
	Refresher Course Classroom <input type="radio"/> Yes <input type="radio"/> No
	Failure to Yield Classroom <input type="radio"/> Yes <input type="radio"/> No
	Written & Highway Sign Testing Under <input type="radio"/> Yes <input type="radio"/> No
	Failure to Yield Online <input type="radio"/> Yes <input type="radio"/> No
	Nine Hours Behind Wheel No Observer <input type="radio"/> Yes <input type="radio"/> No
	Instructor (General Public): <input type="radio"/> Yes <input type="radio"/> No
	Six Hours Behind The Wheel Six Hours Observation <input type="radio"/> Yes <input type="radio"/> No
	Signature <input type="text"/> Date <input type="text"/>

 **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	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Submit	Failure to Yield Classroom <input type="radio"/> Yes <input type="radio"/> No	Written & Highway Sign Testing Under <input type="radio"/> Yes <input type="radio"/> No
	Failure to Yield Online <input type="radio"/> Yes <input type="radio"/> No	Nine Hours Behind Wheel No Observer <input type="radio"/> Yes <input type="radio"/> No
	Instructor (General Public): <input type="radio"/> Yes <input type="radio"/> No	Six Hours Behind The Wheel Six Hours Observation <input type="radio"/> Yes <input type="radio"/> No
	Signature <input type="text"/> Date <input type="text"/>	

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

5. If you choose No click Next and answer

Driver Training School and Instructor Application/Forms

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Online Update</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Introduction</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Application MV3110</div> <div style="border: 1px solid #ccc; padding: 2px;">Driver Training School Instructor Application MV3112</div>	<p>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.</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>You can find your listing at Class D Instruction Find A Driver Training School"</p> <p style="text-align: center;"> <input type="button" value=" < Previous"/> <input type="button" value=" Save and Exit"/> <input type="button" value=" Next >"/> </p>
---	--

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

Driver Training School and Instructor Application/Forms

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"><input checked="" type="checkbox"/> Online Update</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Introduction</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Application MV3110</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Instructor Application MV3112</div> <div style="border: 1px solid #ccc; padding: 2px;">Driver Training School Office Certification MV3683</div>	<p>Are you currently a WisDOT Licensed Driver Training School?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>To Upload and Submit Driver Training School Forms</p> <p>CLICK NEXT TO CONTINUE</p> <p>After Your Forms Have Been Reviewed A Team Member Will Contact You</p> <p style="text-align: center;"> <input type="button" value=" < Previous"/> <input type="button" value=" Save and Exit"/> <input type="button" value=" Next >"/> </p>
---	--

7. This will begin the online application process.

Driver Training School and Instructor Application/Forms


<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"><input checked="" type="checkbox"/> Online Update</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"><input checked="" type="checkbox"/> Introduction</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Application MV3110</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Instructor Application MV3112</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Office Certification MV3683</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Classroom Certification MV3684</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Bond MV3764 or Driver Training School Bond Alternative MV3755</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Business Liability Insurance</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Vehicle Insurance</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training Vehicle Record MV3264</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Driver Training School Student Record Card MV3767</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contracts</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Fee schedule</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Course summary</div> <div style="border: 1px solid #ccc; padding: 2px;">Review</div> <p style="margin-top: 5px;"> <input type="button" value=" Submit"/> <input type="button" value=" Delete"/> </p>	<p>Driver Training School Application MV3110</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Driver Training School Application Fee</th> </tr> <tr> <th style="text-align: left;">Application Type</th> <th style="text-align: left;">Fee Amount</th> </tr> </thead> <tbody> <tr> <td>Original</td> <td>\$190 per school</td> </tr> <tr> <td>Renewal</td> <td>\$190 per school</td> </tr> </tbody> </table> <p style="text-align: center; color: red; font-weight: bold;">NOTE:</p> <p style="text-align: center; color: red; font-weight: bold;">Questions 1, 2, 6 and electronic signature are required</p> <p>If you already have your form MV3110 filled out you can simply upload your document by using the Choose File button below.</p> <p>Submit Driver School Application MV3110</p> <div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 10px;"> <input type="button" value=" Choose File"/> No file chosen </div> <p>CDTP</p> <div style="border: 1px dashed #ccc; padding: 5px;"> <input type="button" value=" Choose File"/> No file chosen </div> <p>Link to Form</p> <p>https://wisconsindot.gov/Documents/formdocs/mv3110.pdf</p> <p>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.</p> <p>Signature * <input style="width: 150px;" type="text"/> Date Signed <input style="width: 100px;" type="text" value="09-03-2025"/></p> <p>(Authorized School Representative Signature)</p> <p>Application Type <input type="radio"/> Original <input type="radio"/> Renewal <input type="radio"/> Duplicate <input type="radio"/> Change</p> <p>License Type <input type="radio"/> Adult Only <input type="radio"/> Under 18 Only <input type="radio"/> Adults and Under 18 <input type="radio"/> Commercial Motor Vehicle <input type="radio"/> Online FYR Only</p> <p>Courses Applying For</p> <table style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>Courses</p> <input type="checkbox"/> Classroom <input type="checkbox"/> 8/8 Behind-the-Wheel <input type="checkbox"/> 9 Hours BTW <input type="checkbox"/> Refresher <input type="checkbox"/> Adults Only <input type="checkbox"/> Online </td> <td style="vertical-align: top;"> <p>Failure to Yield</p> <input type="radio"/> Classroom <input type="radio"/> Online <input type="radio"/> Both </td> <td style="vertical-align: top;"> <p>Instructor Training</p> <input type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Both </td> <td style="vertical-align: top;"> <p>CMV</p> <input type="checkbox"/> CMV </td> </tr> </table>	Driver Training School Application Fee		Application Type	Fee Amount	Original	\$190 per school	Renewal	\$190 per school	<p>Courses</p> <input type="checkbox"/> Classroom <input type="checkbox"/> 8/8 Behind-the-Wheel <input type="checkbox"/> 9 Hours BTW <input type="checkbox"/> Refresher <input type="checkbox"/> Adults Only <input type="checkbox"/> Online	<p>Failure to Yield</p> <input type="radio"/> Classroom <input type="radio"/> Online <input type="radio"/> Both	<p>Instructor Training</p> <input type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Both	<p>CMV</p> <input type="checkbox"/> CMV
Driver Training School Application Fee													
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NOTE: ALL FIELDS WITH THE RED ASTERISK SIGN REQUIRED FIELDS AND MUST BE COMPLETED (example below)

Date *
 
Date is required.


Application Type*
 Original
 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

<input checked="" type="checkbox"/> Online Update <input checked="" type="checkbox"/> Introduction <input checked="" type="checkbox"/> Driver Training School Application MV3110 <input checked="" type="checkbox"/> Driver Training School Instructor Application MV3112	<p>Driver Training School Office Certification MV3683</p> <p>If you already have your School Office Certification MV3683 filled out you can simply upload your document by using the Choose File button below.</p> <p>Driver Training School Office Certification MV3683</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p>Office Sketch</p>
--	--



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

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

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



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



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



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



DMV ePay

Envelope Id
85003252463

Envelope ID is on the correspondence sent to you



I'm not a robot

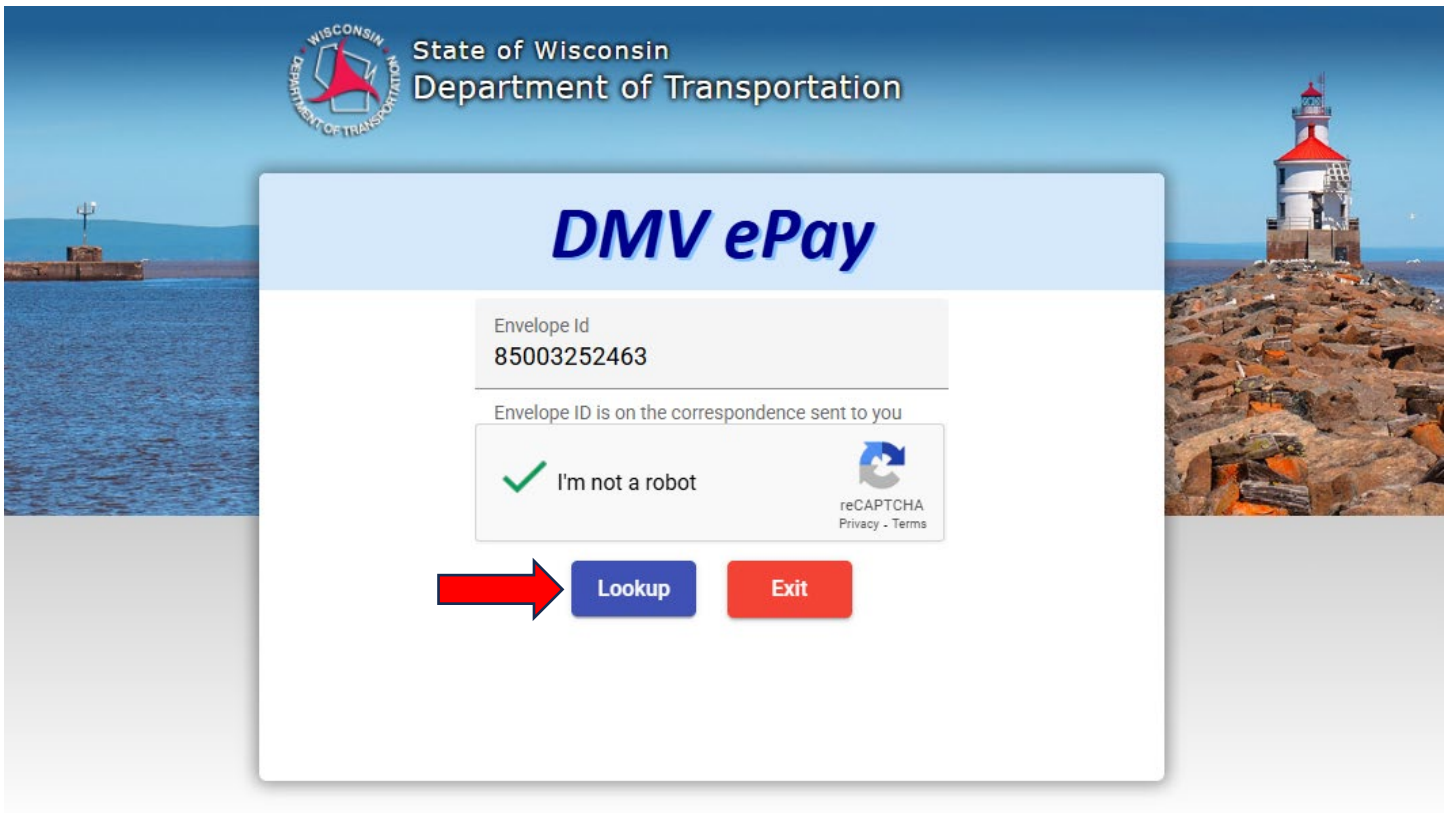


reCAPTCHA
Privacy - Terms

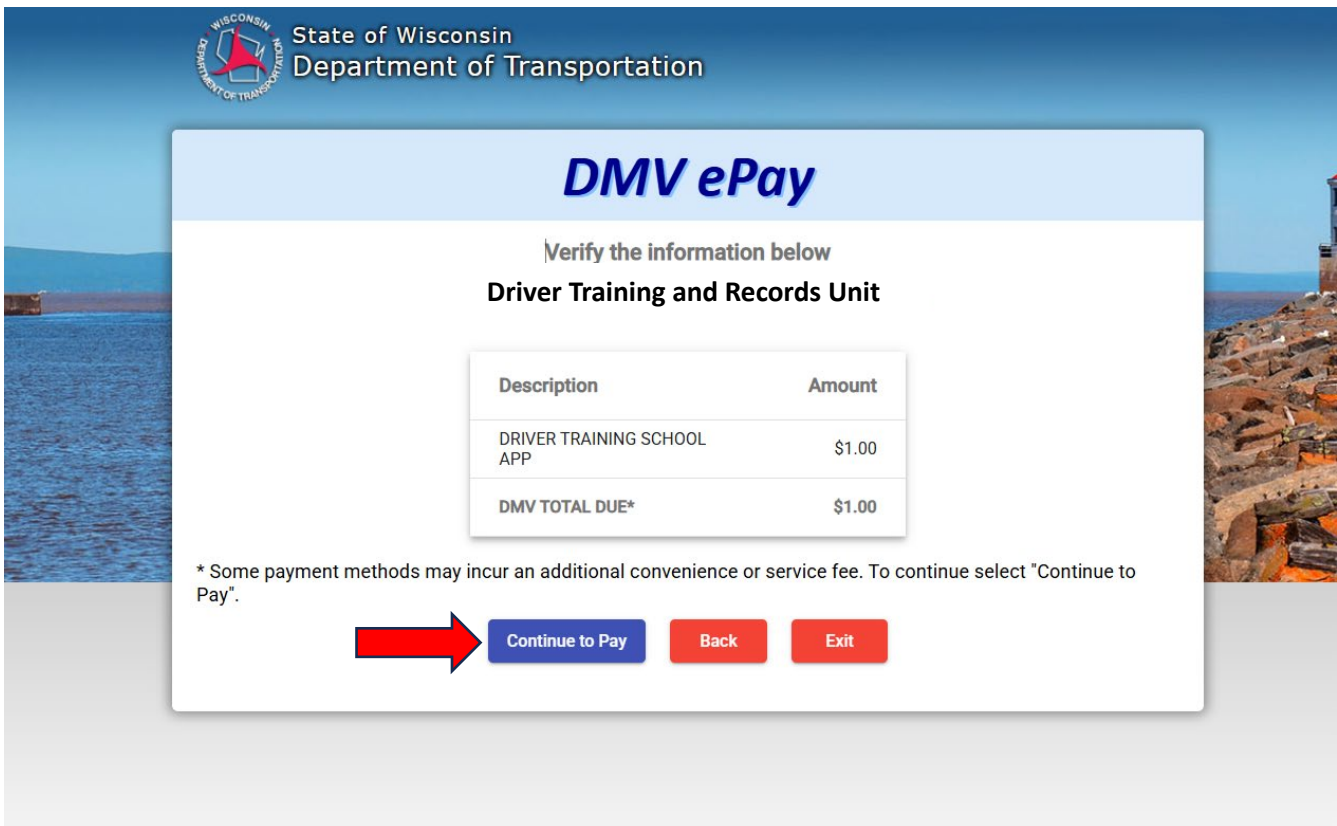
Lookup

Exit

19. Now click on Lookup




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



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.

 **OK** Cancel

22. Complete the fields and submit your payment

1 Payment Type 2 Customer Info 3 Payment Information 4 Submit 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

