



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

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 DMV.

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

1. Copy of DCF-3031 (A, V and S applicants only)
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. 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.
5. Copy of your valid Connecticut license
6. Signed privacy agreements
Applicants who have held a Connecticut license less than 5 years must also submit:
7. 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.

The above forms 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 inside the main entrance.

All applicants must pre-enroll online for a criminal background check. Upon receipt of application and signed privacy statements you will receive an email with a service code to pre-enroll for fingerprinting.

To pre-enroll for fingerprinting for the criminal background check please use the link below:

<https://ct.flexcheck.us.idemia.io/cchrspreenroll>

There is a fee of 88.25 payable by credit card at the time of pre-enrollment.

All prints will be submitted electronically (live scan) or must be mailed in with applicant tracking # directly to:

DESPP
1111 Country Club Rd.
Middletown, CT 06437

Processing Time for application: approximately 6-8 weeks. A letter/e-mail will be sent to the applicant via e-mail/letter (depending on applicant's request).

Approved Applicants: within 90 days of receiving an approval the applicant will be required to either appear at a Hub branch contact the Passenger Endorsement Review Unit with applicable paperwork and fees.

Class A, B and C drivers will be required to appear at a Hub office.

S endorsement only: Proof they have passed proficiency test.

V endorsement only: Training certificate (R-360)

Fee: \$12.00 for each remaining year on license.