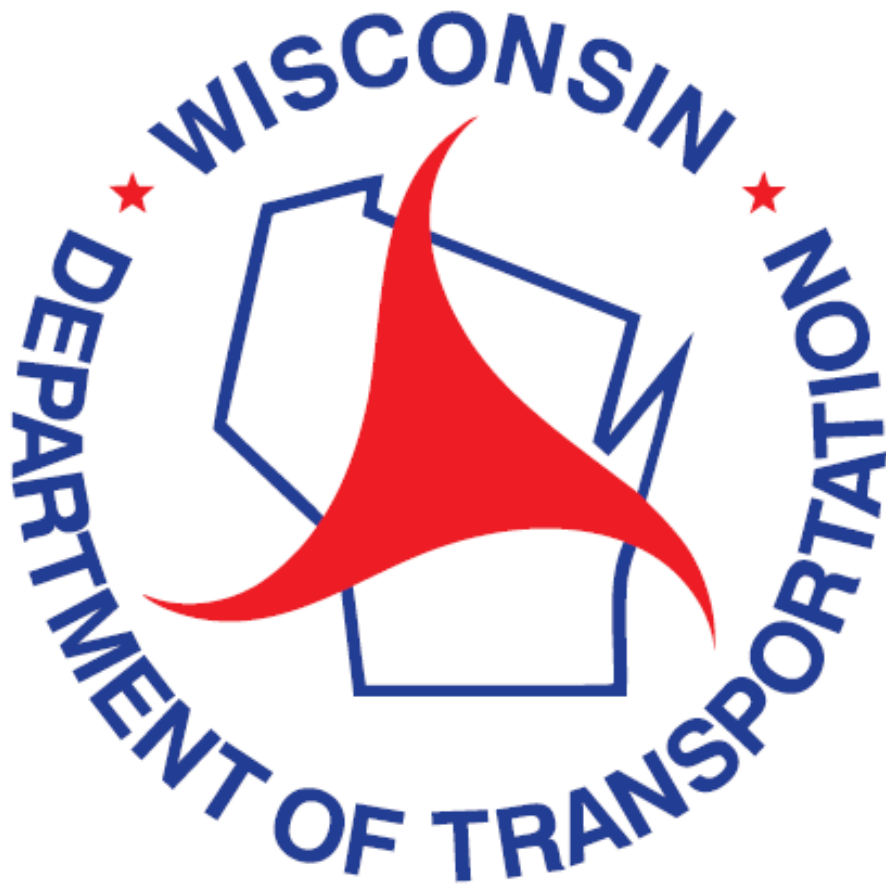


**Wisconsin Division of Motor Vehicles**  
**Driver Training and Records Unit**  
**Driver Training School Program**

**AccessGov**  
Schools User Guide



August 2025

[DOTDrvrTrnSchool@dot.wi.gov](mailto: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 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 ▾

YouTube Facebook X LinkedIn Instagram

### 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



WISCONSIN  
gov / ACCESSGOV

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	<input checked="" type="radio"/> Yes <input type="radio"/> No
Driver Training School Application MV3110	You can find your listing at <a href="#">Class D Instruction</a>   <a href="#">Find A Driver Training School</a>
Driver Training School Instructor Application MV3112	<b>Online Update</b>
Driver Training School Office Certification MV3883	<b>School Name</b> <input type="text"/>
Driver Training School Classroom Certification MV3884	<b>Address</b> Address Line 1 <input type="text"/> Address Line 2 <input type="text"/>
Driver Training School Bond MV3784 or Driver Training School Bond Alternative MV3755	City <input type="text"/> -- State -- <input type="text"/> Zip <input type="text"/>
Business Liability Insurance	<b>County</b> <input type="text"/> <b>Phone</b> <input type="text"/>
Vehicle Insurance	<b>Email</b> <input type="text"/> <b>Website</b> <input type="text"/>
Driver Training Vehicle Record MV3284	<b>Alternate Contact Method</b> <input type="text"/>
Driver Training School Student Record Card MV3767	<b>Adults</b> <input type="radio"/> Yes <input type="radio"/> No
Contracts	<b>Motorcycle</b> <input type="radio"/> Yes <input type="radio"/> No
Fee schedule	<b>Complete Training</b> <input type="radio"/> Yes <input type="radio"/> No
Course summary	<b>Online</b> <input type="radio"/> Yes <input type="radio"/> No
Review	<b>Instructor Training (School Employees)</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Submit</b> <b>Delete</b>	<b>Refresher Course Classroom</b> <input type="radio"/> Yes <input type="radio"/> No
	<b>Failure to Yield Classroom</b> <input type="radio"/> Yes <input type="radio"/> No
	<b>Written &amp; Highway Sign Testing Under</b> <input type="radio"/> Yes <input type="radio"/> No
	<b>Failure to Yield Online</b> <input type="radio"/> Yes <input type="radio"/> No
	<b>Nine Hours Behind Wheel No Observer</b> <input type="radio"/> Yes <input type="radio"/> No
	<b>Instructor (General Public):</b> <input type="radio"/> Yes <input type="radio"/> No
	<b>Six Hours Behind The Wheel Six Hours Observation</b> <input type="radio"/> Yes <input type="radio"/> No
	<b>Signature</b> <input type="text"/> <b>Date</b> <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"/> Yes
	<input type="radio"/> No	<input type="radio"/> No
<b>Submit</b> 	<b>Failure to Yield Classroom</b>	<b>Written &amp; Highway Sign Testing Under</b>
	<input type="radio"/> Yes	<input type="radio"/> Yes
	<input type="radio"/> No	<input type="radio"/> No
	<b>Failure to Yield Online</b>	<b>Nine Hours Behind Wheel No Observer</b>
	<input type="radio"/> Yes	<input type="radio"/> Yes
	<input type="radio"/> No	<input type="radio"/> No
	<b>Instructor (General Public):</b>	<b>Six Hours Behind The Wheel Six Hours Observation</b>
	<input type="radio"/> Yes	<input type="radio"/> Yes
	<input type="radio"/> No	<input type="radio"/> No
	<b>Signature</b> <input type="text"/>	<b>Date</b> <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 <b>Submit</b> to the left.</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p>You can find your listing at <a href="#">Class D Instruction</a>   <a href="#">Find A Driver Training School</a>*</p> <p style="text-align: center;"> <input type="button" value=" &lt; Previous"/> <span style="margin-left: 200px;"><input type="button" value=" Save and Exit"/></span> <span style="float: right; margin-right: 20px;"> <input type="button" value=" Next &gt;"/></span> </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><b>CLICK NEXT TO CONTINUE</b></p> <p><b>After Your Forms Have Been Reviewed A Team Member Will Contact You</b></p> <p style="text-align: center;"> <input type="button" value=" &lt; Previous"/> <span style="margin-left: 200px;"><input type="button" value=" Save and Exit"/></span> <span style="float: right; margin-right: 20px;"> <input type="button" value=" Next &gt;"/></span> </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>	<h4 style="text-align: center;">Driver Training School Application MV3110</h4> <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: center;">Application Type</th> <th style="text-align: center;">Fee Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Original</td> <td style="text-align: center;">\$190 per school</td> </tr> <tr> <td style="text-align: center;">Renewal</td> <td style="text-align: center;">\$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><small>If you already have your form MV3110 filled out you can simply upload your document by using the <b>Choose File</b> button below.</small></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><a href="https://wisconsindot.gov/Documents/formdocs/mv3110.pdf">https://wisconsindot.gov/Documents/formdocs/mv3110.pdf</a></p> <p><small>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.</small></p> <p>Signature * <span style="float: right;">Date Signed</span></p> <p>(Authorized School Representative Signature) <span style="float: right;">09-03-2025</span> <input type="button" value=""/></p> <p>Application Type <span style="float: right;">License Type</span></p> <p> <input type="radio"/> Original <span style="float: right;"><input type="radio"/> Adult Only</span>  <input type="radio"/> Renewal <span style="float: right;"><input type="radio"/> Under 18 Only</span>  <input type="radio"/> Duplicate <span style="float: right;"><input type="radio"/> Adults and Under 18</span>  <input type="radio"/> Change <span style="float: right;"><input type="radio"/> Commercial Motor Vehicle</span>  <span style="float: right;"><input type="radio"/> Online FYR Only</span> </p> <p>Courses Applying For</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; vertical-align: top;"> <b>Courses</b>  <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="width: 25%; vertical-align: top;"> <b>Failure to Yield</b>  <input type="radio"/> Classroom  <input type="radio"/> Online  <input type="radio"/> Both         </td> <td style="width: 25%; vertical-align: top;"> <b>Instructor Training</b>  <input type="radio"/> Public  <input type="radio"/> Private  <input type="radio"/> Both         </td> <td style="width: 25%; vertical-align: top;"> <b>CMV</b>  <input type="checkbox"/> CMV         </td> </tr> </table>	Driver Training School Application Fee		Application Type	Fee Amount	Original	\$190 per school	Renewal	\$190 per school	<b>Courses</b> <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	<b>Failure to Yield</b> <input type="radio"/> Classroom <input type="radio"/> Online <input type="radio"/> Both	<b>Instructor Training</b> <input type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Both	<b>CMV</b> <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




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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 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><input type="button" value="Choose File"/> No file chosen</p> <p>Office Sketch</p>
<input type="checkbox"/> Driver Training School Application MV3110	<p>Driver Training School Office Certification MV3683</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](mailto: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](mailto: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

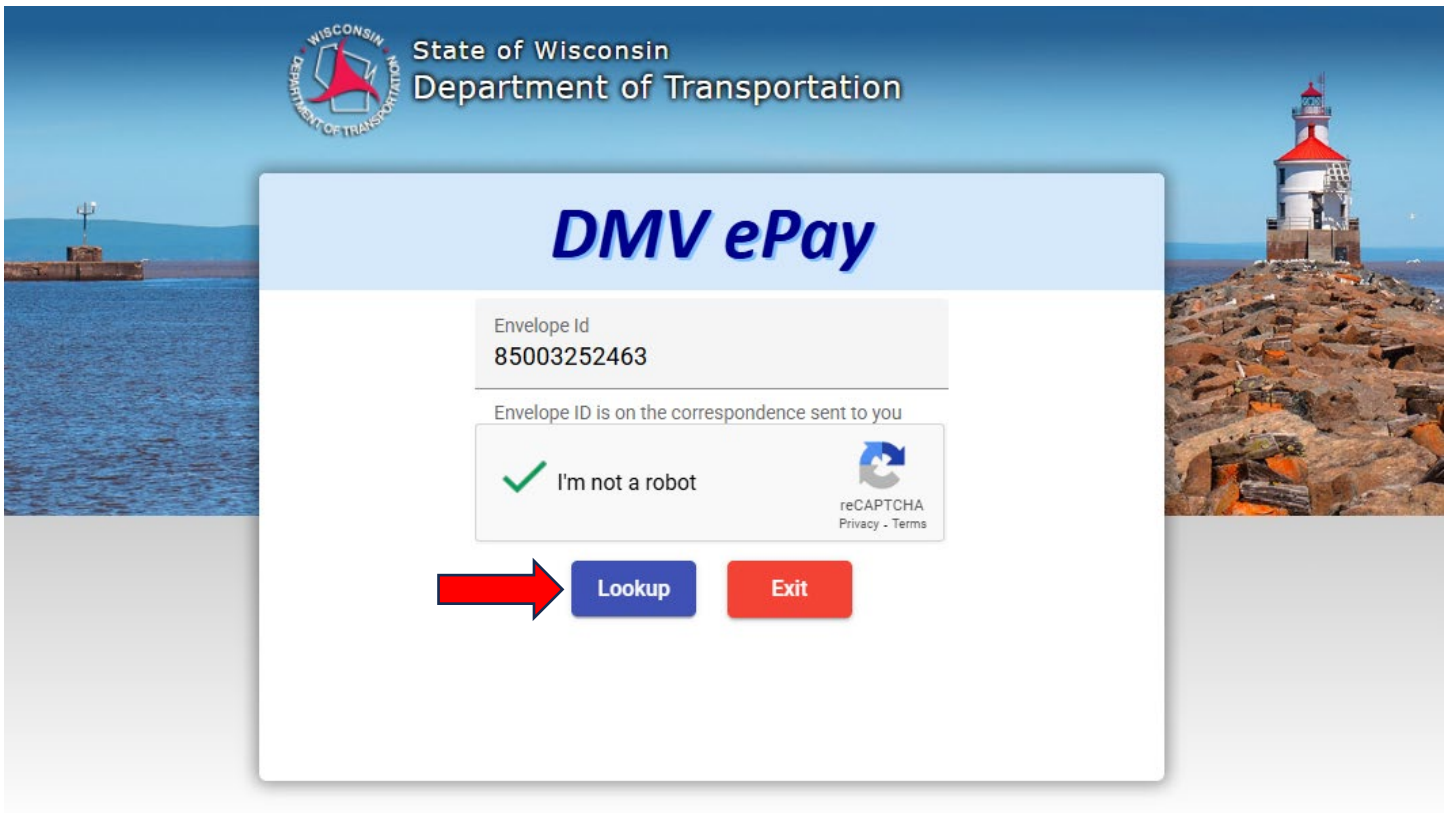


reCAPTCHA  
Privacy - Terms

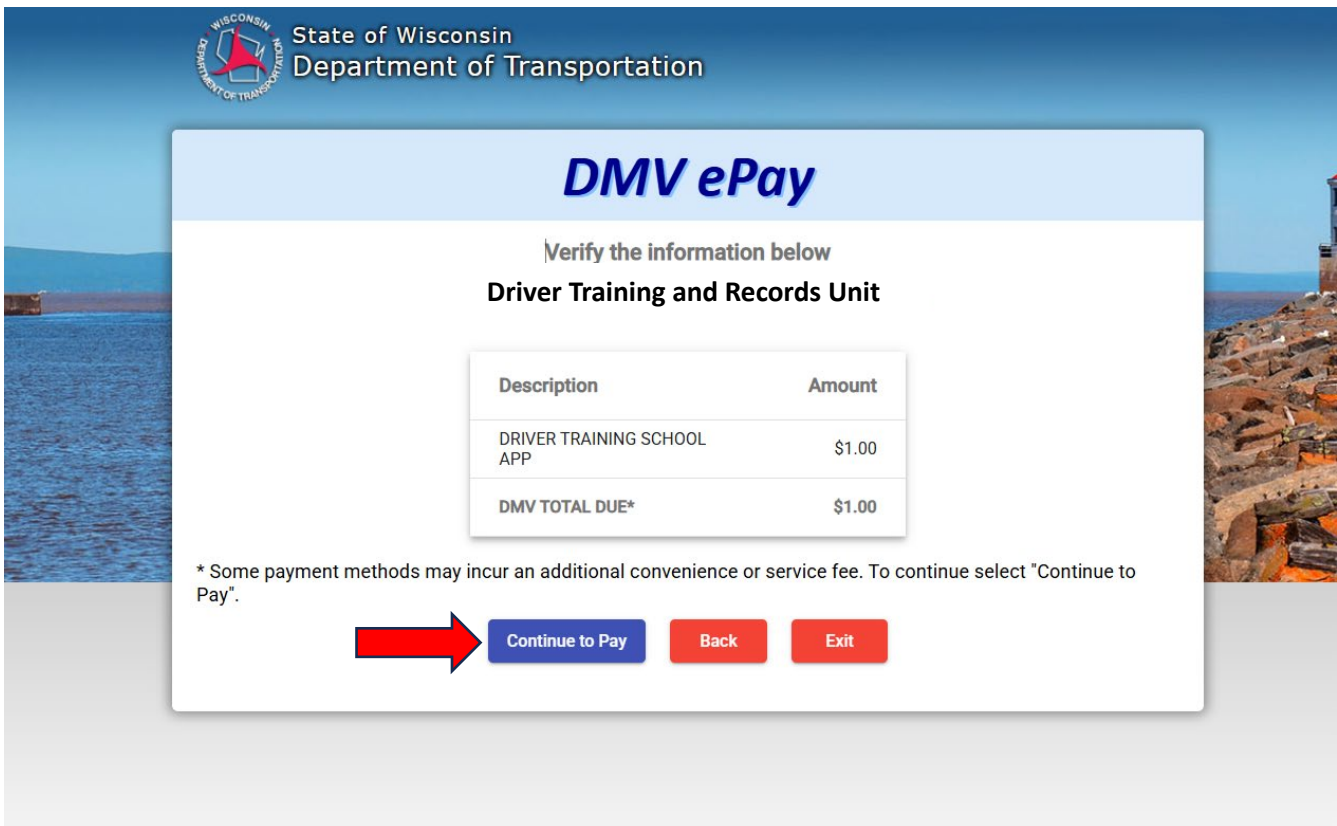
Lookup

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
<b>TOTAL</b>	<b>\$1.00</b>

### 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**

