





## **For PTC Office Use Only**

### **PVDL Applicant Checklist**

- Step 1. Fill out complete application in ink and have notarized.**
- Step 2. Have application signed by prospective Certificate Holder's authorized representative.**
- Step 3. Submit application to the office of the PTC in person - take digital photo - sign for copy of Rules**
- Step 4. Must bring in Social Security Card, Florida Driver's License, and \$100.00 cash or check**
- Step 5. If you were not born in the U.S.A., bring in appropriate document of residency or citizenship.**
- Step 6. Go to Sheriff's office I.D. Section (Falkenburg Rd.). Have photo and fingerprints taken**
- Step 7. Applicant will be scheduled for any required classes.**
- Step 8. Applicant will be assessed by PTC to determine if minimum qualification requirements are met.**
- Step 9. Telephone the PTC (272-5814) the afternoon of the second business day.**
- Step 10. Pick up license at the PTC if determined ready in Step 7.**