Application for Ambulance Driver Certification: Part 1

This How-To-Guide is intended for Ambulance Driver applicants only and assumes you have already created your MySD login account.

1 Login and navigate to your public dashboard. Click "**Start a New Application**"
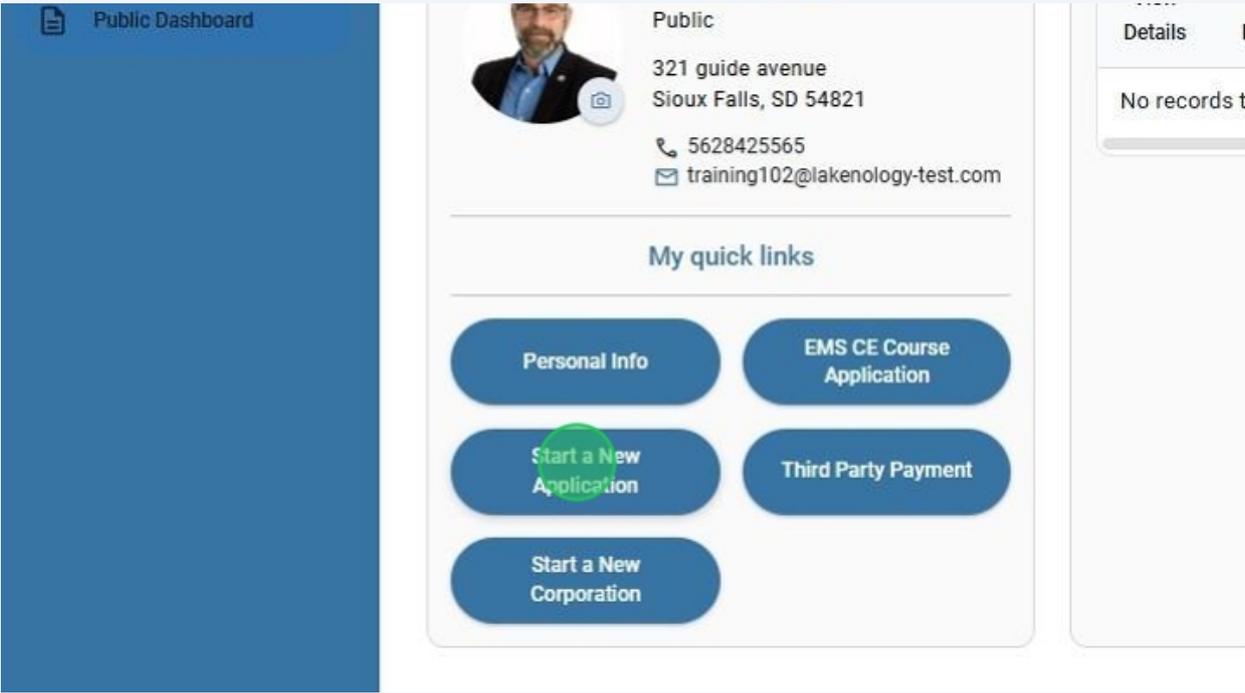
2 Click the drop-down arrow to display a list of professions. Click "**AD-Ambulance Driver**" to select that profession
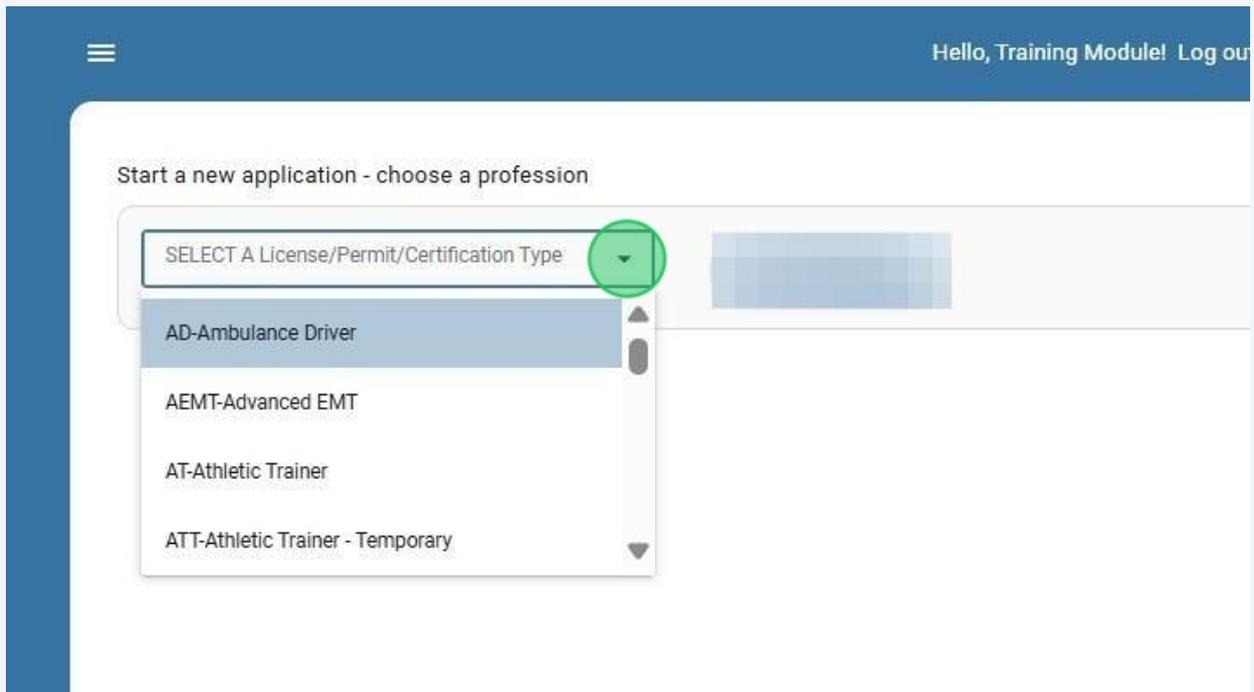
3 The application is a 3-step on-line process. Read the application overview and then Click "**Next Step ->**" to begin **Step 1: Pre-certification**.
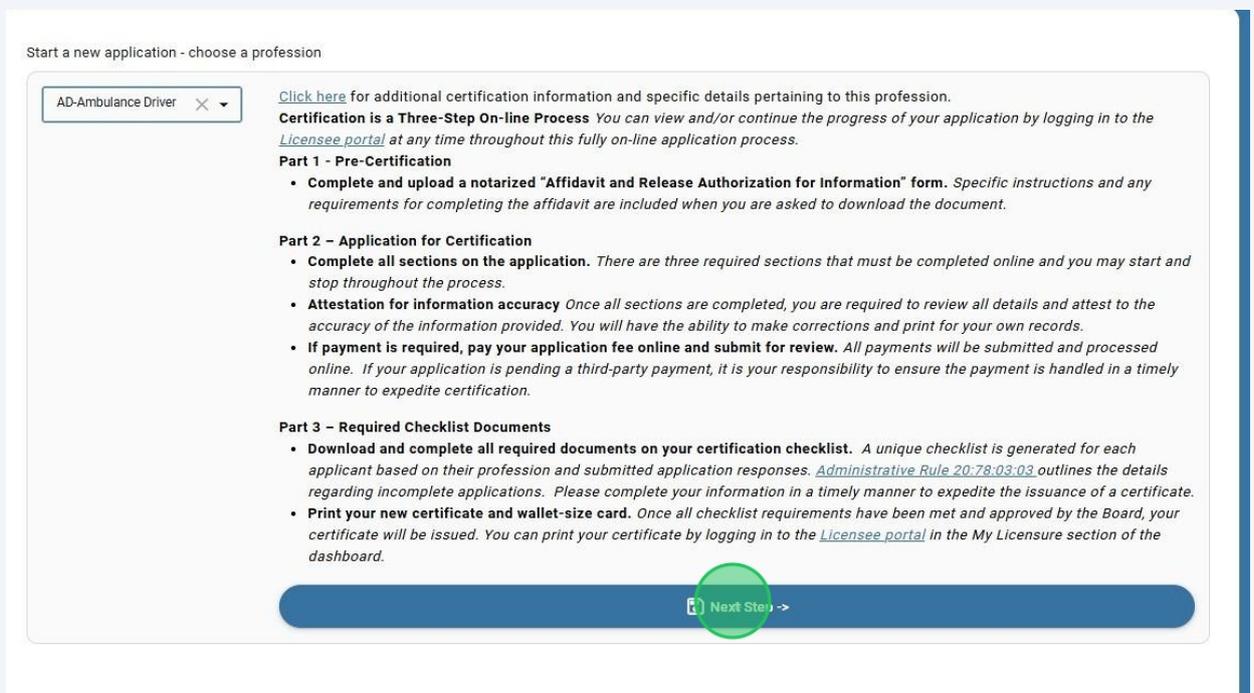
4 The **Affidavit and authorization for release of information** page is displayed. If you have already completed the affidavit form and are ready to upload it, **Skip** this step and move on to **Step 6**.

Click "**Download Affidavit Form**". Open and Print a paper copy of the affidavit form. Complete this according to instructions. (You must sign, notarize and attach a photo before continuing). Click "**Go back to licensee dashboard**"
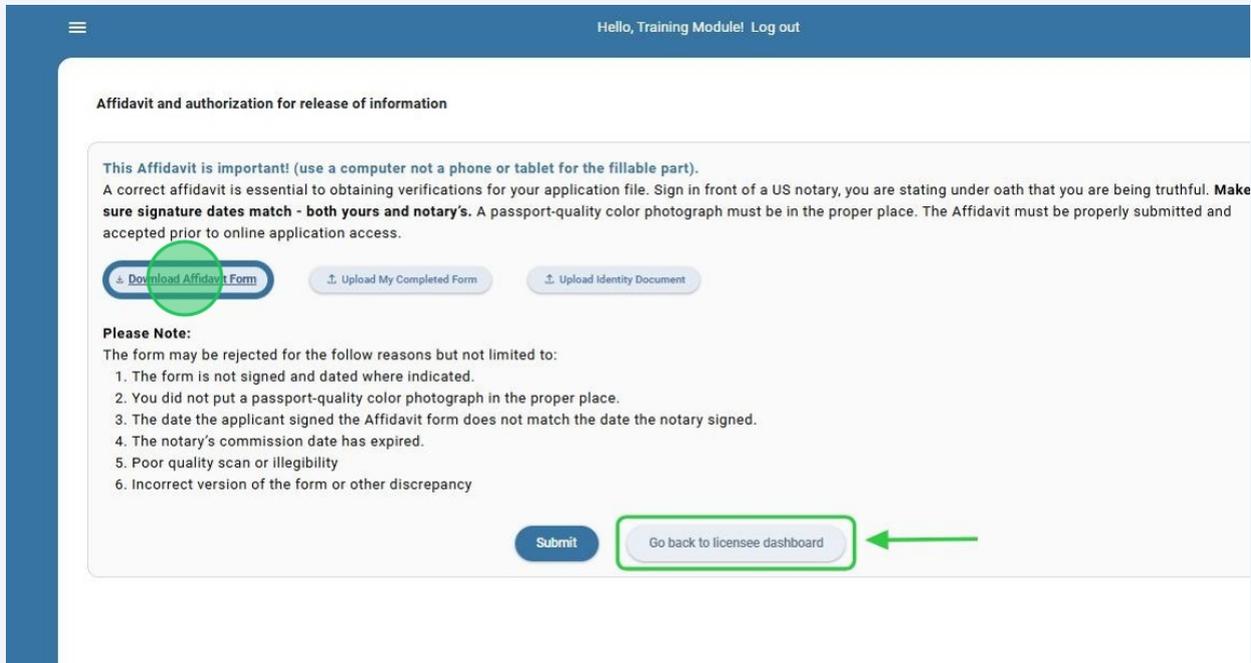
5 From the licensee dashboard, Click the **pencil icon** next to Ambulance Driver in the "**What's in progress**" section to return to your **Affidavit and authorization for release of information**
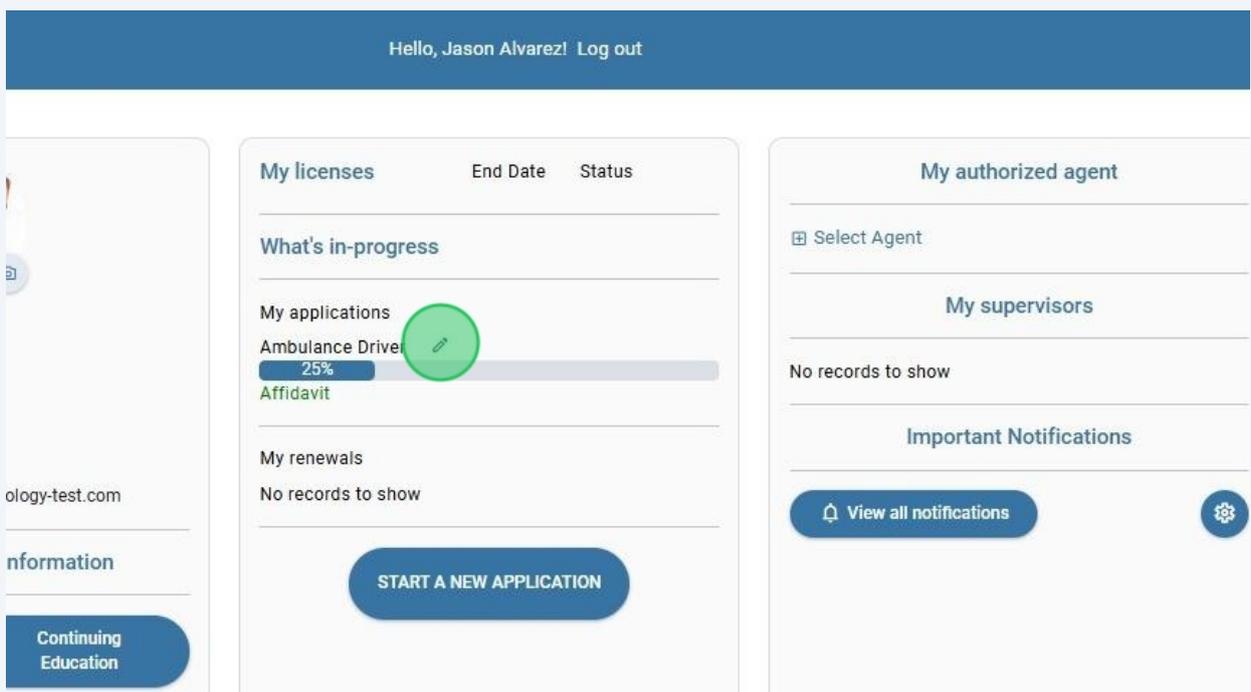
6 Once you have completed the Affidavit, you must scan it and save it to a computer. Click "**Upload My Completed Form**" and choose the document you saved to your computer.

Affidavit and authorization for release of information

This Affidavit is important! (use a computer not a phone or tablet for the fillable part).
A correct affidavit is essential to obtaining verifications for your application file. Sign in front of a US **sure signature dates match - both yours and notary's.** A passport-quality color photograph must be in accepted prior to online application access.

⤓ Download Affidavit Form   ⤒ Upload My Completed Form   ⤒ Upload Identity Document

Please Note:
The form may be rejected for the follow reasons but not limited to:
1. The form is not signed and dated where indicated.
2. You did not put a passport-quality color photograph in the proper place.
3. The date the applicant signed the Affidavit form does not match the date the notary signed.
4. The notary's commission date has expired.
5. Poor quality scan or illegibility
6. Incorrect version of the form or other discrepancy

7 You must upload an **Identity document** to complete this step. **Scan a color copy** of your driver's license or passport showing the photo and identification details to a computer. Click "**Upload Identity Document**" and choose the document you just saved.

n for release of information

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⬆ Upload My Completed Form   ⬆ Upload Identity Document

Uploaded: SDBMOE Affidavit.pdf ✕

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8 Once the affidavit and identity documents have been uploaded, the document name will appear beneath each of the upload buttons. To replace a document uploaded in error, Click the "**X'** to delete and Click "**Upload**" to choose another document. Click "**Submit**"

Dashboard

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⬇ Download Affidavit Form   ⬆ Upload My Completed Form   ⬆ Upload Identity Document

Uploaded: SDBMOE Affidavit.pdf ✕   Uploaded: identity-doc.jpg ✕ ⟵

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Submit   Go back to licensee dashboard

9 Your Affidavit has been successfully submitted to the SDBMOE Administrator. A message appears "**Thank You! Your affidavit will be reviewed**." Click "**Ok**" to return to your dashboard.
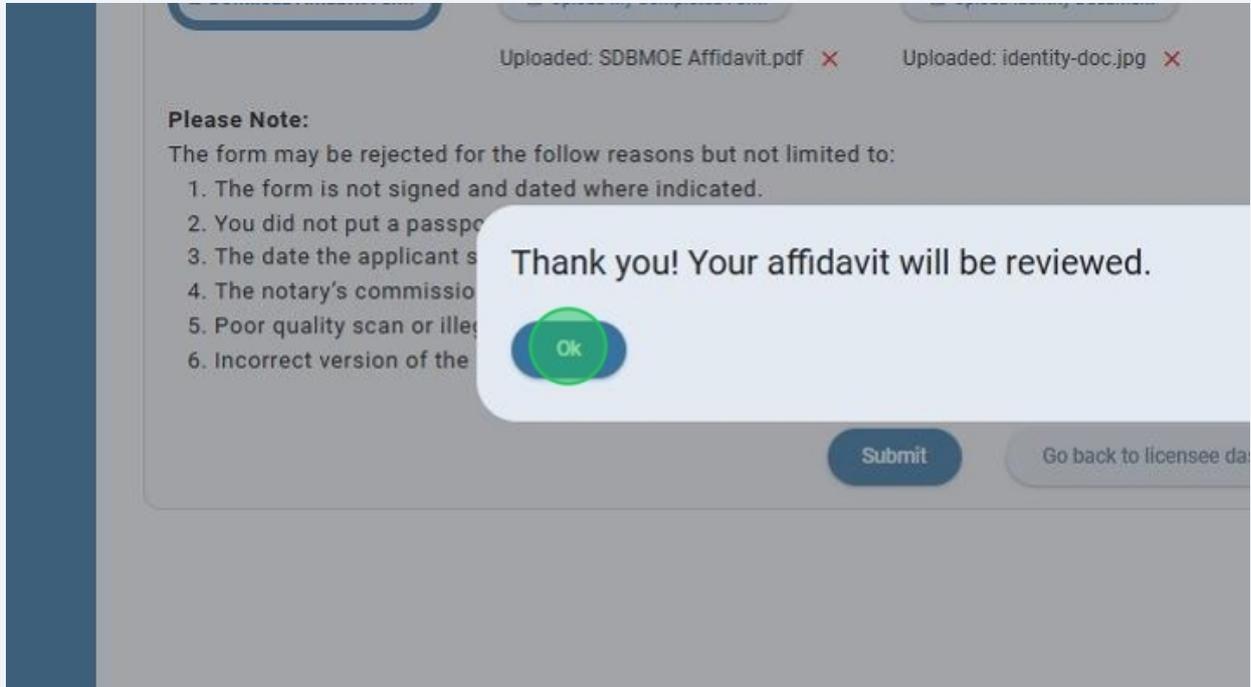
10 You will see the application you submitted in the "**What's in-progress**" section of the licensee dashboard with a percentage complete and "**Affidavit pending review**" status. The SDBMOE analysts will review and approve your submission in the order it has been received. If the analyst has to send back your submission for any reason, you will be able to go back in and replace the document in question and resubmit for additional review.

11 Once the SDBMOE Analyst has reviewed and approved your submission, you will notice the application status has changed to "**Affidavit is accepted**" with a pencil icon to edit and continue on to Step 2 of the application process. A new message also appears under "**Important Notifications**" on the dashboard. Click "**Affidavit is accepted**" message to view notification details.

My applications
Ambulance Driver 🖉
50%
Affidavit accepted

My renewals
No records to show

START A NEW APPLICATION

My supervisors
No records to show

Important Notifications

🔔 View all notifications ⚙

Friday, June 21, 2024
🔔 Affidavit is accepted
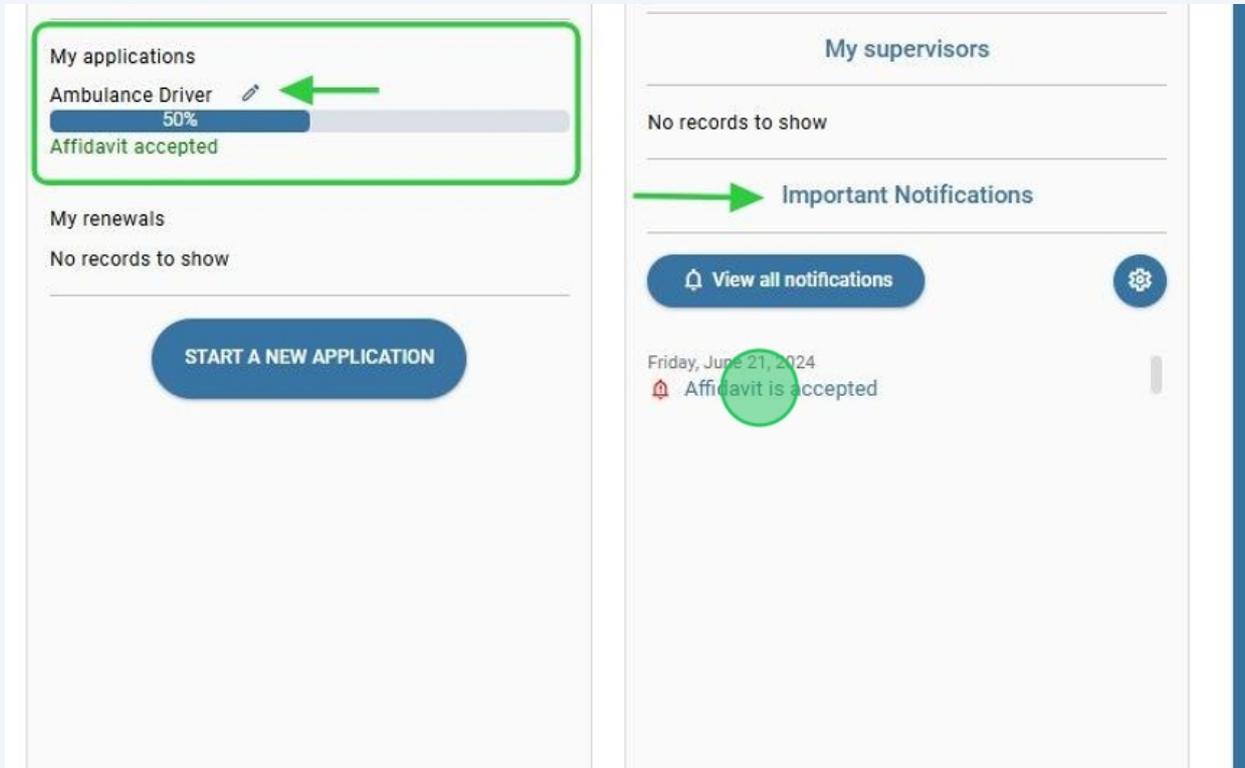
12 Read the notification and Click "**Ok**" to return to the licensee dashboard.

Friday, June 21, 2024

Affidavit is accepted

Your Affidavit has been approved and you may now continue the application process by submitting the online application.

Ok