

**SAMPLE LETTER – Hearing Request and Stay of Action – Driver should always request a stay of the action however that does not mean that DMV will grant the request. This letter also advises the DMV of a change of address that does not relinquish your responsibility to complete a change of address form with DMV.**

Department of Motor Vehicles  
Driver Safety Actions Unit  
P.O. Box 942890, M/S J234  
Sacramento, CA 94290-0001

December 18, 1998

Re: **N1234567**  
California School Bus Drivers Certificate

I am requesting a hearing on the revocation of my California School Bus Drivers Certificate, under the Vehicle Code Authority section 13371. I would like to request a stay of the revocation until a hearing can be conducted.

**This action is being taken because of a conviction under section 10980(c) (2) of the Welfare and Institution Code; I do not feel that I am a significant risk to the safety of the children on my school bus. Please be advised my mailing address is no longer at 1234 Bluebird Way, Santa Rosa, CA 95408, my current address is listed below. Thank you for your consideration in this matter.**

Sincerely yours,

**Drivers Name  
4321 Crown Way  
Santa Rosa, Ca 95409-3702**