

FOR TDLR STAFF USE ONLY - TDLR Licensed Driver Education School - DE-964 hard copies or DEE-964 certificate numbers

Receipt #: _____

DE School Number: _____

Number of certs ordered: _____

Fee paid: _____

Prepared by: _____

Certificate numbers: _____

Date paid: _____

Pick-Up or E-mail date/time: _____

to _____

Initialed: _____

DE-964 Driver Education Certificate Order Form

Driver Education School Name: _____ C _____

Certificates: _____ x \$1.00 each

Original Signature of School Owner or Director _____

Printed Name _____

Date _____

Check one box and enter the applicable address:

HARD COPIES (3-part paper completion certificates ready to issue)

Delivery Address: _____

Overnight Delivery of hard copies is not available. Out-of-state shipments are not available.

WALK-IN or PICK-UP service from 920 Colorado St, Austin, Texas 78701 will require **72 hours to process** and a \$25 service fee per order - payable to TDLR. Call (512) 463-6599 for details.

NUMBERS* (Identifying numbers for completion certificates printed and issued by the above school owner)

* A certificate proof must be submitted and approved by the Texas Department of Licensing and Regulation before certificate numbers will be sold.

E-mail Address: _____

CREDIT CARD ORDERS

1. Go to www.tdlr.texas.gov/DESCerts and place your order.
2. Fax this completed and **signed** order form to (512) 475-2871.

MAIL-IN ORDERS

Certificates: _____ X \$1.00 each Total enclosed \$ _____

Make check or money order payable to **TDLR**. Cash is NOT accepted. Mail payment and this original completed and signed order form to:

**Texas Department of Licensing and Regulation
P O BOX 12157
Austin Texas 78711**

Orders will be processed only when fees and this signed order form have been received by TDLR office. **No exceptions.**