

FOR DRIVER TRAINING STAFF USE ONLY - TEA 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 5701 Springdale Road, Austin, Texas will require **72 hours to process** and a \$25 service fee per order - payable to Region 13, ESC, DT. Call 512-505-0500 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 Driver Training Division before certificate numbers will be sold.

E-mail Address: \_\_\_\_\_

### CREDIT CARD ORDERS

1. Go to <http://store.esc13.net/index.php/special-programs/driver-training-and-education.html> & place your order.
2. Fax this completed and **signed** order form to 512-919-5440.

### MAIL-IN ORDERS

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

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

**Texas Education Agency – DTS**  
**P.O. BOX 13717**  
**Austin, Texas 78711-3717**

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