

Transportation Safety Center

4400 Alameda Blvd NE

Stuite A

Albuquerque, NM 87113

Email: [TSCdriverprograms@unm.edu](mailto:TSCdriverprograms@unm.edu)

**DRIVER IMPROVEMENT/DEFENSIVE DRIVING**

**CERTIFICATE OF COMPLETION ORDER FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SCHOOL NAME |  | OWNER/OPERATOR |  | |
| EMAIL |  | PHONE# |  | |
| MAILING ADDRESS |  | CITY/STATE/ZIP | | , |

**REQUIREMENTS FOR CERTIFICATES OF COMPLETION (COCs)**

ALL QUARTERLY REPORTS, INCLUDING CLASSROOM SCHEDULES FOR THE PRESENT QUARTER MUST BE RECEIVED BY TSC PRIOR TO SUBMITTING ORDER

* NUMBER OF COMPLETIONS REPORTED WILL DETERMINE NUMBER OF COCs AUTHORIZED
* ALLOW ONE (1) WEEK FOR REVIEW & ORDER PROCESSING (No “Walk-Ins” or Immediate Deliveries)
* TSC WILL NOTIFY YOU OF NUMBER OF COCs ISSUED AND TO MAKE PAYMENT AND DELIVERY ARRANGEMENTS
* $1.00 FOR EACH CERTIFICATE APPROVED
* COCs WILL BE ISSUED IN INCREMENTS OF 50
* CHECKS PAYABLE TO: **TRANSPORTATION SAFETY DIVISION**
* COC’S ARE IN DUPLICATE. (**ORIGINAL GOES TO THE STUDENT** UPON SATISFACTORY COMPLETION AND THE COPY IS FOR SCHOOL FILES).

**TRANSPORTATION SAFETY CENTER USE ONLY**

Number of Certificates of Completion Authorized\_\_\_\_\_\_\_\_\_\_\_\_\_Control #\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing TSC staff signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Mailed Out (*if applicable*) \_\_\_\_\_\_\_\_\_\_\_

Authorized School Representative *(if applicable*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Check Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount Received\_\_\_\_\_\_\_\_\_\_\_\_