

MATERIAL ORDER FORM
(Driver Education Schools)

UNM Transportation Safety Center
4400 Alameda Blvd NE Suite A
Albuquerque, NM 87113
505-288-2364
Email: tscorders@unm.edu

SCHOOL NAME	OWNER/OPERATOR
MAILING ADDRESS	PHONE NUMBER
CITY/STATE/ZIP	EMAIL

◁◁◁◁◁◁◁ **PLEASE CHECK WHICH ITEM(S) YOU ARE REQUESTING** ▷▷▷▷▷▷▷▷

___ **DSS/Certificates** of Completion

___ **DRED/Certificates** of Completion ___ Referral Cards ___ GDL (Graduated Driver License)

REQUIREMENTS FOR DSS or DRED CERTIFICATES OF COMPLETION (COCs)

- ALL QUARTERLY REPORTS, INCLUDING CLASSROOM AND BEHIND-THE-WHEEL SCHEDULES FOR 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")
- TSC WILL NOTIFY YOU OF NUMBER OF COCs ISSUED AND TO MAKE PAYMENT AND DELIVERY ARRANGEMENTS
- \$1.00 (*Free for public schools*) FOR EACH CERTIFICATE APPROVED
- COCs WILL ISSUED IN INCREMENTS OF 50
- CHECKS PAYABLE TO: TRANSPORTATION SAFETY DIVISION (TSD)**
- COCs ARE IN DUPLICATE. (**ORIGINAL GOES TO THE STUDENT** UPON SATISFACTORY COMPLETION AND THE COPY IS FOR SCHOOL FILES).

REQUIREMENTS FOR BTW REFERRAL CARDS & GDL BROCHURES

- ALL QUARTERLY REPORTS, CLASSROOM AND BEHIND-THE-WHEEL SCHEDULES UP TO DATE
- NUMBER OF ENROLLMENTS REPORTED WILL DETERMINE NUMBER OF REFERRALS AUTHORIZED
- ALLOW ONE (1) WEEK** FOR REVIEW AND ORDER PROCESSING (No "WALK-INS") ALLOW UP TO TWO (2) WEEKS FOR SHIPPING

TRANSPORTATION SAFETY CENTER USE ONLY

Number of **DSS/Certificates** of Completion Authorize _____ Control # _____ To _____

Number of **DRED/Certificates** of Completion Authorize _____ Control # _____ To _____

Number of BTW Referral Cards Authorized _____ Control # _____ To _____

Number of GDL Brochures Authorized _____

Authorizing TSC staff signature _____ Date Mailed Out (*if applicable*) _____

Authorized School Representative (*if applicable*) _____

Check # _____ Check Date: _____ Amount Received: \$ _____