

MATERIAL ORDER FORM

(Driver Programs)

UNM Traffic Safety Center MSC07 4030 1 University of New Mexico Albuquerque,NM 87131

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 QUARTEDLY DEPORTS INCLUDING CLASSROOM AND REHIND THE WHEEL SCHEDULES FOR DRESENT QUARTED				

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/Cer	tificates of Completion Authorize	Control #	To			
Number of DRED/C	ertificates of Completion Authorize	Control #	To			
Number of BTW Res	ferral Cards Authorized Con	ntrol #	То			
Number of GDL Bro	ochures Authorized					
Authorizing TSC staff signatureDate Mailed Out (if applicable)						
Authorized School R	epresentative (if applicable)					
Check #	Check Date:	Amount Received:	\$			