**Material Order Form**

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| --- |
| (Driver Programs) |

**Mailing Address:**

**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 CERIFICATES OF COMPLETION (COS’s)**

* **All Quarterly reports, including Behind-the-Wheel schedules for present quarter must be received by TSC prior to submitting order.**
* **Number of completions reported will determine number of COC’s authorized**
* **Payment must be received prior to shipping**
* **No “walk-ins” unless arrangements have been made in advance. Once payment has been received, please allow three (3) weeks for processing and shipping.**
* **TSC will notify you of number of COC’s issued and payment and delivery arrangements**
* **$1.00 (free for public schools) for each certificate approved**
* **COC’s will be issued in increments of 50**
* ***Checks Payable to: Traffic Safety Division (TSD)***
* ***Checks are mailed to: UNM Traffic Safety Center***
* **COC’s are in duplicate (Original goes to the student upon satisfactory completion and the copy is for the school file)**

**Requirements for BTW Referral Cards & GDL Brochures**

* **All quarterly reports, classroom and Behind-the-Wheel schedules are up to date**
* **Number of enrollments will determine number of referrals authorized**
* **Payment must be received prior to shipping**
* **No “walk-ins” unless arrangements have been made in advance. Once payment has been received, please allow three (3) weeks for processing and shipping.**

**TRAFFIC SAFETY CENTER USE ONLY**

Number of DSS/Certificates of Completion Authorize \_\_\_\_\_Book #(s)\_\_\_\_\_\_\_\_\_Control #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of DRED/Certificates of Completion Authorize \_\_\_\_Book #(s)\_\_\_\_\_\_\_\_\_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*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #\_\_\_\_\_\_\_\_ Check Date\_\_\_\_\_\_\_\_ Amount Received\_\_\_\_\_\_\_\_\_\_\_\_\_