



NY - MISSING CERTIFICATE REQUEST

PLEASE USE THIS FORM IF:

THE STUDENT **NEVER RECEIVED** THE CERTIFICATE
AND THE CLASS WAS COMPLETED **WITHIN THE PAST 60 DAYS**

OR:

THE CERTIFICATE WAS RECEIVED BUT HAS A **DATA ENTRY ERROR** REQUIRING
CORRECTION AND THE CLASS WAS COMPLETED **WITHIN THE PAST 60 DAYS.**
*(Please note that errors made by student or school require a \$10.00 fee for the
requested change and you must use the **DUPLICATE REQUEST FORM.**)*

To: USA Training Company

Fax: 512-346-0431

From: _____

Agency # & Name: _____

Phone: _____

Fax: _____

Date of Request: _____ Pages included in fax: _____

Attach a clear copy of the student's drivers license to this request.

Correction(s) needed on certificate - Check any that apply for reprocessing:

- Correction on student's name (name must be correct to import into DMV's system)
- Correction on Drivers License #
(Driver License # must be correct and a NY # to import into DMV's system)
- Correction on Student's Mailing Address
- Other _____

Student's Name
(Please write full name) First Middle Last

Completion Date _____

Drivers License # _____
(License # as it appeared on certificate received)

Correct Driver License # _____
(Only required if incorrect on certificate previously received)

Student's Mailing Address

Duplicate certificates are mailed directly to the school unless otherwise noted.