TEXAS USA DSC

REQUEST FOR DUPLICATE CERTIFICATE -- $10

Completely fill out the requested information – **PRINT LEGIBLY**

HOW TO PAY – FEE IS $10 Note: Allow 5 business days for processing.

- **CASHIERS CHECK / MONEY ORDER** in the amount of $10 payable to USA Training Company. **NO CASH OR PERSONAL CHECKS ACCEPTED.** Mail with this completed form to:
  USA Training Company • 8871 Tallwood Drive • Austin, Texas 78759
- **MASTERCARD/VISA/DISCOVER: If paying by credit card, complete the credit card information portion of this form. You may fax completed form to USA at 512-346-0431** or mail to USA at address above.

WHO IS THE DUPLICATE CERTIFICATE FOR?

PRINT LEGIBLY: Last Name_____

First Name_____

Driver's License #_____

Phone number where you can be reached during the day: (_____) _____

Enter your daytime phone number in the space provided above so you can be contacted should we need additional information.

CLASS TYPE (Check one): Classroom_____ Internet Course_____

DATE OF COMPLETION_____ **Allow 5 business days for processing.**

WHERE DO YOU WANT THE CERTIFICATE SENT?

Mail certificate to the following address (PLEASE PRINT):

_____
NAME

_____
STREET ADDRESS APT. #

_____
CITY STATE ZIP

Certificate will be mailed via U.S. mail – unless you select Overnight Service for return delivery – see next section. We will not mail your certificate to the court. It is the student's responsibility to sign the certificate and present it to the court .

OVERNIGHT SERVICE -- $25

Certificates are mailed via U.S. mail unless **overnight service for return** is desired. There is an additional $25 fee for this service. **Address must be physical address (no. P.O. Boxes)** See Below.

(Allow up to 5 business days for processing of certificate & STANDARD OVERNIGHT DELIVERY – no Saturday deliveries).

CREDIT CARD INFORMATION:

IF PAYING BY CREDIT CARD: CHECK THE APPROPRIATE BOXES BELOW:

☐ **Charge $10 to the following credit card for duplicate certificate:** ☐**MasterCard** ☐**VISA** ☐**Discover**

☐ **Charge $25 to the following credit card for overnight delivery of duplicate certificate:** ☐**MasterCard** ☐**VISA** ☐**Discov**

Card # | | | | | | | | | | | | | | | | **Expires:** | | | | | | | | **CVC:** | | | |

NOTE: *Your credit card will show a charge to USA Training Company*

Name on Credit Card (PRINT):_____

Signature_____ Date:_____