

Bus Driver Lost Certificate Request

**2009-2010
SCHOOL YEAR**

Individual making request: _____ Phone: _____

Email address: _____

Course certificates are the property of the bus driver. Keep the original and let your employer keep a copy for your personnel file.

Records **DO NOT EXIST** for school bus drivers who took their Basic Course or Advanced Courses BEFORE July 1, 1993. If you took the course before this date, your only way to receive a duplicate certificate is if you can locate the instructor and she or he has records of your participation. If you are successful, forward this form, a letter from the instructor, and a copy of the documentation.

Please complete this form and **fax it to PTSI at 315-475-5033.**

If you do not have a fax available, mail the completed form to: PTSI
224 Harrison Street – Suite 300
Syracuse, NY 13202

Include as much information about the driver and course taken as you have available to you. **Please PRINT clearly.**

Course Taken: Driver Basic Driver Advanced

Name and license number must match what they were **AT THE TIME OF THE COURSE!**

First name: _____ Middle Initial: _____ Last name: _____

Driver License number: _____

Give us as much of the following as you know: Approximate course dates: _____

Course Location: _____ Instructor name: _____

If records exist to show that this individual did take the course identified above, a duplicate certificate will be issued. **Be sure to have the individual who took the course sign below.**

Please identify the name and address for the certificate to be mailed. Please print clearly!

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Driver Signature: _____

Date: _____