

# BUS DRIVER Lost Certificate Form

COURSE TAKEN: [ ] DRIVER BASIC [ ] DRIVER ADVANCED

**REQUESTS WILL ONLY BE ACCEPTED BY THE INDIVIDUAL WHO TOOK THE COURSE.**

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 fill out this form on your computer or PRINT clearly if hand written.
- Include as much information about the driver and course taken as you have available to you.
- Name and license number must match what they were AT THE TIME OF THE COURSE!

**• PLEASE ALLOW AT LEAST 7 BUSINESS DAYS TO PROCESS THIS REQUEST.**

GIVE US AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE:

First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last name: \_\_\_\_\_

Driver License number: \_\_\_\_\_

Approximate course dates: \_\_\_\_\_

Course Location: \_\_\_\_\_ Instructor name: \_\_\_\_\_

**We are PROHIBITED from mailing the certificate to anyone other than the Driver.**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

**PTSI and New York State Education Department DO NOT charge for replacement certificates.**

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If records exist to show that this individual did take the course identified above, a duplicate certificate will be issued.*

Please complete this form and **email** it to **PTSI at [info@ptsi.org](mailto:info@ptsi.org)**.

**OR mail** it to **PTSI: 10 Adler Drive, Suite 102, East Syracuse, NY 13057**

**FAXES WILL NO LONGER BE ACCEPTED.**