

BUS DRIVER Lost Certificate Form

COURSE TAKEN: [] DRIVER BASIC [] DRIVER ADVANCED

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 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 7 BUSINESS DAYS TO PROCESS THIS REQUEST.

GIVE US AS MUCH OF THE FOLLOWING AS POSSIBLE:

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

Driver License number: _____

Approximate course dates: _____

Course Location: _____ Instructor name: _____

*Please identify the name and address for the **certificate to be mailed**.*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

*Be sure to have the **individual who took the course** sign below.*

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**.

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