



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## ADE-1317 DRIVER EDUCATION CERTIFICATE ORDER FORM

FOR TDLR STAFF USE ONLY

Provider License Number:

Number of certificates ordered:

Prepared by:

Certificate numbers: to

Shipping or email date/time:

Name of Provider:

Provider License Number:

C

### Certificate Format: (Check one box and enter the required information)

**HARD COPIES** (2-part paper completion certificates ready to issue)

Number of Certificates: \_\_\_\_\_ x \$1.00 each

Delivery Address:

Number, Street Name, Suite Number/Building Number

City, State, Zip Code

P.O. Box or Out-of-state shipments are not available. Orders will be delivered using a parcel delivery company. Someone must be at the location listed on the order form at the time of delivery to sign for the certificates.

**NUMBERS\*** (Identifying numbers for completion certificates printed and issued by the above school owner)

\* A certificate proof must be submitted and approved by the Texas Department of Licensing and Regulation before certificate numbers will be sold.

Number of Certificates: \_\_\_\_\_ x \$1.00 each

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

**Please Note:** Orders will be processed only when fees and this signed order form have been received by TDLR office. All unused certificates, and/or number orders are non-transferable

**Total enclosed** (Fees Are Non-Refundable): \$ \_\_\_\_\_

SEND YOUR COMPLETED ORDER FORM AND REQUIRED FEE TO:

Texas Department of Licensing and Regulation  
P.O. Box 12157  
Austin, TX 78711-2157

Keep a copy of your completed order form, and your check or money order. Do not send cash.

For additional information and questions, please visit the [Texas Department of Licensing & Regulation website](http://www.tdlr.texas.gov) or reach the [Education and Examination division via webform](#) where you can submit your request for assistance and include attachments as needed.

Original Signature of School Owner or Director

Printed Name

Date