



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

DE-964E PUBLIC SCHOOL DRIVER EDUCATION CERTIFICATE ORDER FORM

FOR TDLR STAFF USE ONLY

County/District Number:

Number of certificates ordered:

Prepared by:

Certificate numbers:

to

Shipping or email date/time:

Name of Institution, Charter, ESC, College or University:

County/District Number:

School Official/Designee Name and Contact Information:

Name

Title

Phone Number

Email Address

Number, Street Name, Suite Number/Building Number

City, State, Zip Code

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.

Payment Option (Select One):

Payment Enclosed

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

Purchase Order (Must be attached)

Total Due (Fees Are Non-Refundable): \$ _____

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.

SEND YOUR COMPLETED ORDER FORM, FEE or PURCHASE ORDER TO:

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

Keep a copy of your completed order form, purchase order, 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.

Signature of Designee

Printed Name

Date