

# Order Form for Driver Education Certificates (DE-964E)

Electronic forms—tab through or click in shaded areas to type or mark boxes.

**1. Provide the following information. Type or Print.**

**Mail certificates to:**

School Official or Designee Name:	Name of Institution, Charter, ESC, College, University:	County-District No.:
Physical Address:		City:
Area Code & Telephone No.:		Zip:
Area Code & Telephone No.:		E-mail Address:
Area Code & FAX No.:	Special Mailing Instructions noted on bottom of form? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Mail invoice to:**

Name:	Title:
Area Code & Telephone No.:	Area Code & FAX No.:
Mail to same address as listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please provide alternate mailing address below.)	
Alternative Mailing Address:	City: Zip:

**2. Provide the following information.**

Number of Certificates Ordered:	times \$1.00 per certificate equals total amount due:	<b>\$</b>
---------------------------------	---	-----------

**3. Select payment option.**

<b>PAYMENT ENCLOSED</b>			
Make checks or money orders payable to: <b>TDLR</b>	Check Number:	Check Amount: <b>\$</b>	Return completed form with <b>payment</b> to: Texas Department of Licensing and Regulation P O Box 12157 Austin TX 78711

OR

<b>PURCHASE ORDER ENCLOSED</b>	
Purchase Order Number: (Payment due in 30 days)	Return completed form <b>with copy of purchase order</b> to: Texas Department of Licensing and Regulation PO Box 12157 Austin TX 78711 <b>OR</b> <b>FAX (512) 475-2871</b>
<b>NOTE: Copy of PO must be submitted.</b>	

**4. Provide the following information and signature to authorize the purchase of the driver education certificates requested on this form and ensure the certificates will be properly managed, secured, and all laws, rules, and procedures for the certificates and the driver education program will be followed.**

Title: <input type="checkbox"/> College/University Administrator <input type="checkbox"/> Chief School Official (Superintendent) <input type="checkbox"/> Education Service Center Director <input type="checkbox"/> Designee (Primary or Back-up)	Date:  Area Code & Telephone No.:  E-mail address:
<b>Typed or Printed Name:</b> (School Official or Designee)	<b>Original Signature:</b> (School Official or Designee)  <b>X</b> _____

**NOTE: Properly executed orders with a copy of the PO can be *FAXED* to TDLR for processing. A copy of a valid Purchase Order must accompany each order. Fax # (512) 475-2871**  
**If you have not submitted a certificate order for more than a year please, complete the Request for Approval form. Here is the link to print the form; <https://www.tdlr.texas.gov/driver/driverresources.htm>**

**Questions: email: [cs.driver.education.safety@tdlr.texas.gov](mailto:cs.driver.education.safety@tdlr.texas.gov) or call (512) 463-6599**