



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

MOTORCYCLE CERTIFICATE ORDER FORM

FOR TDLR STAFF USE ONLY – TDLR License Motorcycle School – Paper certificate

Motorcycle School Number: _____ Number of certificates ordered: _____

Prepared by: _____ Certificate Numbers: _____ to _____

ALL UN-USED CERTIFICATES ARE NON-TRANSFERRABLE

Motorcycle School Name: _____ Sponsor Number: _____

Requestor Printed Name _____ Signature of School Owner or Authorized Requestor _____ Date _____

Orders will not be processed without a signature on the order form received by the Department. **No exceptions.**

E-Mail Address: _____ Phone Number: _____

Select one box and enter the applicable address:
 PAPER CERTIFICATES (3-part completion certificates ready to issue)
 DUPLICATE COURSE COMPLETION CERTIFICATES (100 certificates maximum per order a month)
Delivery Address: (Overnight deliveries of hard copies is not available) (Out-of-State shipments are not available)

Number, Street Name, Suite Number/Apartment Number City State Zip Code

MAIL-IN ORDERS
Certificates: _____ **Serialized Completion Cards (MSB-8)** FedEx will not deliver orders when no personnel is available for signature.
*** Certificate orders must be placed at least 90 days in advance to avoid delay of receiving certificates***

SEND YOUR COMPLETED ORDER FORM AND REQUIRED FEE TO:
Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Or submit via [webform](#)
Keep a copy of your completed order form.

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