

Bus Driver Lost Certificate Request

Individual making request: _____ Phone: _____

Email address: _____

Records exist for school bus drivers who took their Basic Course or Advanced Courses from July 1, 2003 forward. 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 complete this form and fax it to: (518) 474-1983.

If you do not have a fax available, mail the completed form to: NYS Education Department
Pupil Transportation Unit
Room 876 EBA
Albany, New York 12234

Include as much information about the driver and course taken as you have available to you. **Please PRINT clearly.**

Course Taken: Driver Basic Driver Advanced

Name and license number must match what they were **AT THE TIME OF THE COURSE!**

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

Driver License number: _____

Give us as much of the following as you know: Approximate course dates: _____

Course Location: _____ Instructor name: _____

If records exist to show that this individual did take the course identified above, a duplicate certificate will be issued. **Be sure to have the individual who took the course sign below.**

Please identify the name and address for the certificate to be mailed. Please print clearly!

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Driver Signature: _____

Date: _____