

BUS DRIVER Lost Certificate Form

COURSE TAKEN: [] DRIVER BASIC [] DRIVER ADVANCED

REQUESTS WILL ONLY BE ACCEPTED BY THE INDIVIDUAL WHO TOOK THE COURSE.

Course certificates are the property of the bus driver. Keep the original and let your employer keep a copy for your personnel file.

- Records DO NOT EXIST for school bus drivers who took their Basic Course or Advanced Courses **BEFORE July 1, 1993**. 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 fill out this form on your computer or PRINT clearly if hand written.
- Include as much information about the driver and course taken as you have available to you.
- Name and license number must match what they were AT THE TIME OF THE COURSE!

• REQUESTS WILL BE PROCESSED IN THE ORDER THEY ARE RECEIVED.

GIVE US AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE:

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

Driver License number: _____

Approximate course dates: _____

Course Location: _____ Instructor name: _____

We are PROHIBITED from mailing the certificate to anyone other than the Driver.

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____

PTSI and New York State Education Department DO NOT charge for replacement certificates.

Driver Signature: _____ Date: _____

If records exist to show that this individual did take the course identified above, a duplicate certificate will be issued.

Please complete this form and **email** it to **PTSI at info@ptsi.org**.

OR mail it to **PTSI: 10 Adler Drive, Suite 102, East Syracuse, NY 13057**

FAXES WILL NO LONGER BE ACCEPTED.