

## SEGMENT 1 AND SEGMENT 2 COMPLETION CERTIFICATES ORDER FORM

**Instructions:** This order form may only be used by certified driver education providers who have been approved to offer teen driver education programs. Please fill in all of the requested information including your driver education code and provider certificate number. Orders without the driver education code and provider certificate number will not be processed.

All orders for completion certificates are shipped via UPS and delivered only to the provider's business office address (the address that appears on the school's provider certificate). UPS requires a signature when delivering certificates. If no one is available to accept delivery of the certificates, it is your responsibility to pick up the certificates at your local UPS office.

Please fax all order forms to the Department of State's Inventory Services Section at (517) 373-1475. Please limit orders to no more than a four-month supply.

<b>Driver Education Code</b>	<b>Provider Certificate Number</b>
_____	_____
<b>Provider Name</b>	
_____	
<b>Complete Address</b>	
_____	
<b>Contact Person</b>	<b>Telephone Number</b>
_____	_____

<u># of Packages</u>	<u>Form Name</u>	<u>Form No.</u>	<u>Unit of Issue</u>
_____	Segment 1 Certificate of Completion	DES-001	Package of 100
_____	Segment 2 Certificate of Completion	DES-002	Package of 100

Orders for Segment 1 and Segment 2 completion certificates must be signed by the owner, driver education coordinator, or authorized representative. The person who signs the order must be the same person whose name appears on the provider certificate application as an owner, partner, officer, director, or designated representative/coordinator.

Signature	Printed Name	Title	Date
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