



\_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo Day Year

Dear Responsible Driving School:

I, \_\_\_\_\_, am requesting a replacement completion certificate(s)

*Mark the desired certificate(s):*

Classroom Completion Certificate

Behind-the-Wheel Completion Certificate

The reason(s) for my request is:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

I understand that there is a \$25.00 processing fee for all replacement certificates.

\_\_\_\_\_  
*Print Student Name*

\_\_\_\_\_  
*Student ID #*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent/Guardian Name*

\_\_\_\_\_  
*Parent/Guardian Signature*