

Replacing a Lost Certificate of Completion

(must be on school letterhead paper)

Example of Letter:

Date: ___/___/_____

To Driver License Exam Station:

The student listed below has lost his/her Driver Education certificate of completion. Since no DE 99 form numbers are used now, I am providing all other pertinent information. It has been verified that the following student did, in fact, successfully pass a Driver Education course at “ _____ ” and would like to be issued the license for which he/she is eligible.

Name: _____

Address: _____

Address 2: _____

Date of Birth: MM/DD/YYYY ___/___/_____

This student has successfully completed an approved Driver Education course at: _____

on _____, 20_____

(Month) (Day) (Year)

Signature of Authorized Personnel/Driver Education Instructor:

(Verified by)

(Date)

Please accept this document as proof of completion. Thank you.