



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## PUBLIC SCHOOL ORDER FORM FOR DRIVER EDUCATION CERTIFICATES (DE-964E)

Name of Institution: \_\_\_\_\_

County-District Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

County: \_\_\_\_\_

Number, Street Name, Suite Number/Building Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Mailing Address and Contact Information:

Number, Street Name, Suite Number/Building Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

FAX Number \_\_\_\_\_

School Official or Designee Name: \_\_\_\_\_

Title:

College/University Administrator

Education Service Center Director

Chief School Official (Superintendent)

Designee (Primary or Back-up)

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

FAX Number \_\_\_\_\_

Certificate Order Information:

Number of Certificates: \_\_\_\_\_ x \$1.00 each

Total Amount Due: \$ \_\_\_\_\_

Payment Method: (Choose One)

Payment Enclosed: (Make checks or money orders payable to TDLR)

Check Number: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Purchase Order Enclosed: (Copy of PO must be submitted)

Purchase Order Number: \_\_\_\_\_

**Return completed form with Check/Purchase Order to:**

Texas Department of Licensing and Regulation

P. O. Box 12157

Austin, TX 78711

**Orders will not be processed without a payment.**

For additional information and questions, please reach the [Education and Examination division via webform](#) where you can submit your request for assistance and include attachments as needed.

School Official or Designee Signature: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_