



January 29, 2014

**INSTRUCTORS: PLEASE POST THIS FLYER IN YOUR TICKET DISMISSAL CLASSROOMS, OR  
DISTRIBUTE IT TO THE DRIVERS IN YOUR CLASSES**

***Attention Drivers: Here is a very important message regarding your ticket dismissal certificate of completion...***

National Safety Council will mail a Uniform Certificate of Completion to you at the address you've printed on your Student Information Form within twenty-one days of your class date. This certificate will arrive in a #10 window envelope.

- ❖ **If you do not receive your certificate within that time**, please call National Safety Council at 800/688-7458 and speak to a Customer Service Representative.

OR

- ❖ **If you do receive your certificate within that time but there is an error on it**, please call National Safety Council at 800/688-7458 and speak to a Customer Service Representative.

Business hours are Monday through Friday 8:30 am - 7:15 pm, Saturday 8:00 am - 2:00 pm, and Sunday 8:00 am - 12:30 pm (except holidays). **PLEASE DO NOT CALL THE DRIVING SAFETY SCHOOL FROM WHICH YOU TOOK YOUR CLASS.**

This is very important because:

- ✓ If you request a duplicate Certificate of Completion be mailed to you within 30 days after issuance for any reason, **it will be FREE.**
- ✓ If you request a duplicate Certificate of Completion be mailed to you more than 30 days after issuance for any reason, **you will have to pay a \$10 reprint fee** by credit card before NSC will issue the reprint.

Drivers should allow at least five business days after payment for delivery of the certificate by First Class Mail. If Expedited Delivery of a cert is requested by UPS, the driver must provide a credit card which will be charged the reprint fee (if applicable), the appropriate UPS shipping fee, plus a handling fee of \$10.

Thank you!

*National Safety Council Data Management Center*