



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*

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