



PLEASE PRINT CLEARLY IN BLUE INK.

**PROVIDER INFORMATION**

Name of School

Mailing Address (Street and Number)

Room Number

City

State

Zip Code

\*Authorized Signature (Required)

Print Name and Title

X

Business Phone

E-Mail Address

Type of program(s) offered:

- Driver Education Program
- Pre-licensing Course

If your organization provides the pre-licensing course, explain how frequently this class is offered and the average number of students per class.

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\* The requester's name and signature must be listed on the Authorization and Approval form (MV-278.7) for this school.

**ORDER INFORMATION**

Each book contains 50 certificates (MV-278). Specify the number of books you are ordering and the payment amount included:

\_\_\_\_\_ Books of Certificates @ \$50 each = \$ \_\_\_\_\_

**Payment must be made in full (no partial payment will be accepted) and included with this form.  
Payment must be made by check or money order payable to the "Commissioner of Motor Vehicles".  
DO NOT SEND CASH.**

**SEND COMPLETED FORM, CLASS ROSTERS AND PAYMENT TO:**

NYS DEPARTMENT OF MOTOR VEHICLES  
PRE-LICENSING PROGRAM  
207 GENESEE STREET, SUITE 6  
UTICA, NY 13501

**A \$35.00 FEE WILL BE CHARGED FOR EACH DISHONORED CHECK**

## INSTRUCTIONS

1. Complete this order form. Allow 2 – 3 weeks for processing and delivery time.
2. Enclose a check or money order for the appropriate fee, payable to the “**Commissioner of Motor Vehicles**”.
  - **DO NOT SEND CASH.**
  - A \$35 fee will be charged for each dishonored check.
  - The account holder’s name must be preprinted on the check. “**Starter checks**” will not be accepted.
3. Include the class rosters indicating the completion certificates (MV-278) that were issued by your organization since your last order.
4. Send the completed order form, class rosters and payment to:

NYS DEPARTMENT OF MOTOR VEHICLES  
PRE-LICENSING PROGRAM  
207 GENESEE STREET, SUITE 6  
UTICA, NY 13501
5. If you have any questions, or would like additional information, contact your local DMV call center between the hours of 8:00 am and 4:00 pm at **1-518-486-9786 or 1-800-698-2931**.

### NEW CUSTOMERS:

Before your order can be processed, an Authorization and Approval form (MV-278.7) must be on file with DMV’s Utica Processing Center. The MV-278.7 must contain the names and signatures of all individuals authorized to request books of certificates (MV-278) for your organization. Copies of the Driver Education Instructor Certificate (MV-283AB) for each instructor who will issue completion certificates (MV-278) must also be on file with the Utica office.

New customers may order one book. You will be notified by the Utica Processing Center of your subsequent order quantity. This amount will be determined based on a review of information submitted with your first order: class frequency and average number of students per class.

### ORDERS WILL BE REJECTED IF ANY OF THE FOLLOWING APPLY:

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| <ul style="list-style-type: none"><li>◆ An Authorization and Approval form (MV-278.7) is not on file with the Utica Processing Center.</li><li>◆ The requestor is not listed on the Authorization and Approval form (MV-278.7) for the secondary school or college.</li><li>◆ The number of books requested exceeds the maximum number allowed.*</li><li>◆ Class rosters were not submitted with the order.</li><li>◆ An incorrect fee was submitted.</li></ul> | <ul style="list-style-type: none"><li>◆ The payment method is not in the form of a check or money order.</li><li>◆ The secondary school or college has been reported as being in “bad check” status. The order cannot be filled until the bad check has been satisfied and the civil penalty has been paid.</li><li>◆ The payment method is not a certified check or money order for those secondary schools or colleges that have restricted payment options due to a previous “bad check” status.</li></ul> |
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\* If additional books are required, you must provide a justification in writing to the Utica Processing Center before submitting your order.

