

# ***TRAFFIC SAFETY SCHOOL REQUEST FOR DUPLICATE CERTIFICATE OF COMPLETION***

## **PAYMENT INFORMATION**

The fee for a duplicate certificate of completion is \$15 (NON-REFUNDABLE) for each certificate requested. Complete the front side of the request form with the appropriate information. You can make the fee payment using the following options:

1. **MAIL:** Complete the form on the front side of this page. Mail this form and a **MONEY ORDER** made payable to **TRAFFIC SAFETY SCHOOL** OR complete the credit card authorization information on the bottom of the front side of this page. VISA, MasterCard or American Express cards are accepted. Mail it to:

Registration Coordinator  
Traffic Safety School  
1007 Church Street, Suite LL01  
Evanston, IL 60204-3067

2. **FAX:** Complete the form on the front side of this page, **including** the credit card authorization and signature and **FAX** the back side of this form to: **(847) 467-5219 or (847) 467-5220**. (VISA, MasterCard and American Express accepted).
3. **IN PERSON:** Visit Traffic Safety School at 1007 Church Street, Suite LL01 in Evanston, IL Monday through Friday during the office business hours of 8:30 am to 4:30 pm. You may pay with **CASH, MONEY ORDER or MAJOR CREDIT CARD** (VISA, MasterCard and American Express accepted).

Traffic Safety School will mail the duplicate certificate of completion to your mailing address within 7-14 days of payment processing.

For Internet Course Information, log on to <http://nucps.northwestern.edu/tss/>

