



## TRAFFIC VIOLATOR SCHOOL (TVS) COMPLETION CERTIFICATES, OL 730 ORDER FORM

**Instructions:**

- Print clearly in blue or black ink or type.
- This order form will only be accepted for ordering TVS Completion Certificates.
- Incomplete order forms will not be filled.
- A valid California driver license or identification card is required to pick up certificates.
- This form must be signed by the school owner, operator or administrator of record.
- If the owner, operator or administrator is not present to pick up certificates, a release on school letterhead, signed by the school owner, operator or administrator is required to release the certificates to another person.
- This completed order form, and release if required, must be presented to an Occupational Licensing Inspector Office; locations are available at [www.dmv.ca.gov/fo/inspector\\_office.htm](http://www.dmv.ca.gov/fo/inspector_office.htm)

Monday and Thursday	9:00 a.m. to 12:00 p.m.
Tuesday and Friday	1:00 p.m. to 4:00 p.m.
Wednesday	Offices closed for applicant exams.

**Note:** Forms will no longer be available from local Field Offices or by mail on or after September 1, 2011.

**Important:** Pursuant to Section 11215.5(b) CVC, the department, after notice and hearing, may suspend or revoke any license when the following circumstance exist:

If the licensee is found by the department to be selling, or knowingly permitting the sale of, completion certificates.

**Number of TVS Completion Certificate Book(s) requested:** \_\_\_\_\_  
BOOKS OF 50 ONLY

**SECTION A — SCHOOL INFORMATION**

TRUE FULL NAME OF SOLE OWNER, ALL PARTNERS, CORPORATION, LIMITED LIABILITY COMPANY, OR ASSOCIATION		TVS NUMBER	
BUSINESS NAME		AREA CODE/TELEPHONE NUMBER (    )	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE

**SECTION B — CERTIFICATION**

***I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*** Must be signed by a school owner, operator or administrator.

PRINTED NAME	TITLE	AREA CODE/TELEPHONE NUMBER (    )
SIGNATURE OF LICENSEE <b>X</b>		DATE

**DEPARTMENTAL USE ONLY — Complete this section when issuing Traffic Violator School Completion Certificates.**

DATE ORDER RECEIVED	BEGINNING NUMBER	ENDING NUMBER
DATE ORDER COMPLETED	ISSUING INSPECTOR'S PRINTED NAME/BADGE NUMBER	ISSUING INSPECTOR'S SIGNATURE <b>X</b>