

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol

1970 West Broad Street
P.O. Box 182081
Columbus, Ohio 43218-2081
(614) 466-2550
www.publicsafety.ohio.gov

Certificate of Completion

Documentation and procedures (Rev. 07/01/2008)

The most current version of this document available at www.drivertraining.ohio.gov

“Enterprise” means a person or organization that operates a driver training course as defined in OAC 4501-7 or remedial driving course as defined in OAC 4501-21.

1. The issuing of all certificates must comply with Ohio Administrative Code. **For driver training and trucking school certificates:** All information must be electronically printed except for the appropriate official’s signature. This item must be hand written or stamped following the provisions of the OAC. The DX staff will not accept certificates with items hand written or white out corrections. **For remedial course and mature driver course certificates:** All information should be electronically printed except for the appropriate official’s signature. The Bureau of Motor Vehicle or Reinstatement centers will not accept hand written information or white out corrections.
2. **For driver training and remedial certificates:** An online order can be placed with an electronic payment or pay by check/money order. If paying electronically please make sure all required information is entered into the system and submit. If paying by check/money order, print the page after submitting order and send a copy with payment to Ohio Department of Public Safety. **For trucking and mature driver courses:** no fee payment is required.
3. All certificates are to be issued in order of completion date.
4. All certificates must be printed with correct student information, completion date and enterprise name. Do not issue certificates to students until the course has been completed. A certificate cannot be changed or corrections made after it has been printed or saved. Please use “void” and start a new certificate. If a duplicate is needed a student must fill out “Request for Duplicate” and have it notarized. **Do not use the “reprint” option for duplicates.** All duplicate requests are to be maintained at the business where all records are kept with that student’s file.
5. The “Enterprise” that was issued the certificates may only use issued certificates.
6. The Ohio Traffic Safety Office reserves the right to require an explanation of extensive use of reprints. Please be aware that issues such as computer malfunctions or website problems will arise and notification to the department of such would benefit the whole driver training entity.

SEND ALL CHECK/MONEY ORDERS TO:

Ohio Department of Public Safety
ATTN: Driver Training App.
P.O. Box 182081
Columbus, Ohio 43218-2081

Mission Statement

“to save lives, reduce injuries and economic loss, to administer Ohio’s motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available.”