



**MV-278/PRE-LICENSING COURSE COMPLETION CERTIFICATE ORDER FORM
FOR COMMERCIAL PRE-LICENSING COURSE PROVIDERS**

www.dmv.ny.gov

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK.

PROVIDER INFORMATION	
Business Name	
Mailing Address (Street and Number) Room Number	
City	State Zip Code
* Authorized Signature (Required)	Print Name and Title
Business Phone	E-Mail Address

* The requester's name and signature must be listed on the Authorized Signature List (MV-278.6) for this school.

ORDER INFORMATION
Each MV-278 book contains 50 certificates. Specify the number of books you are ordering and the amount included: _____ MV-278 Books @ \$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.

CERTIFICATION
You are required to submit completed rosters to your local Testing and Investigation Unit. Complete the certification below to identify: the local Testing and Investigation Unit to which you have submitted completed rosters; date range for rosters submitted to your local Testing and Investigation Unit since your last order; the number of MV-278 certificates issued by your school since your last order; and an authorized signature.
Testing and Investigation Unit: _____
Number of Certificates Issued: _____ Date Range: _____
*Authorized Signature: _____

SEND COMPLETED FORM AND PAYMENT TO:
 NYS DEPARTMENT OF MOTOR VEHICLES
 UTICA PROCESSING CENTER
 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. Send the completed order form and payment to:

NYS DEPARTMENT OF MOTOR VEHICLES
UTICA PROCESSING CENTER
207 GENESEE STREET, SUITE 6
UTICA, NY 13501
4. Return class rosters for the MV-278 certificates issued by your organization since your last order to your local Testing and Investigation Unit. Order quantities going forward will be evaluated based on completed and submitted rosters (see “Certification” on order form). If that quantity is different than that recorded in your initial notification, DMV will contact you.
5. If you have any questions, or would like additional information, contact your local DMV call center at:

Upstate New York

1-518-486-9786

Monday to Friday: 8:00 a.m. – 4:00 p.m.

Other Downstate Areas and Long Island

From area codes **516, 631, 845, 914:**

1-718-477-4820

Monday to Friday: 8:00 a.m. – 4:00 p.m.

New York City

From area codes **212, 347, 646, 718, 917, 929:**

1-212-645-5550 or 1-718-966-6155

Monday to Friday: 8:00 a.m. – 4:00 p.m.

From Outside the State of New York

1-518-473-5595

Monday to Friday: 8:00 a.m. – 4:00 p.m.

ORDERS WILL BE REJECTED IF ANY OF THE FOLLOWING APPLY:

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| <ul style="list-style-type: none">◆ The requestor is not listed on the Authorized Signature List (MV-278.6) for the pre-licensing course provider.◆ The number of books requested exceeds the maximum number authorized.◆ Class rosters were not submitted to your local Testing and Investigation Unit.◆ An incorrect fee was submitted. | <ul style="list-style-type: none">◆ The payment method is not in the form of a check or money order.◆ The pre-licensing course provider 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.◆ The payment method is not in the form of a certified check or money order for those providers that have restricted payment options due to a previous “bad check” status. |
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