



THE URSULINE SCHOOL  
 1354 North Avenue  
 New Rochelle, NY 10804



**REPLACEMENT DOCUMENT REQUEST FORM**

**Complete form and mail to the address above, Attn: Drivers Ed  
 PLEASE ENCLOSE A COPY OF THE STUDENTS LICENSE OR LEARNERS PERMIT**

STUDENT FULL LEGAL NAME \_\_\_\_\_  
Last Middle Initial First

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ PARENT CELL PHONE \_\_\_\_\_

DATE OF BIRTH (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ EYE COLOR \_\_\_\_\_

9 DIGIT PERMIT OR JUNIOR LICENSE ID # : \_\_\_\_\_

PARENT EMAIL ADDRESS: \_\_\_\_\_

WHAT SESSION DID YOU TAKE? FALL / SPRING / SUMMER WHAT YEAR? \_\_\_\_\_

WHAT MONTH AND YEAR DID THE SESSION END? \_\_\_\_\_

WHICH FORM DO YOU NEED? Once processed the form requested will be mailed to your home address.

(1) Insurance Form?   
 (No Charge)

(2) Course Completion Form MV – 285?  \*  
 (\$25 Replacement Fee. Make checks payable to “The Ursuline School” )

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

\*MV-285 Certificates expire 2 years from the date of issuance and cannot be replaced after this time.

As these replacement forms come from the NYS DMV, it can take weeks to process/replace.

**Questions? Call Mr. Tarulli at (201) 962-7187**