



I DRIVE SAFELY

WORK ORDER

INSTRUCTIONS:

Page 2 of this document consists of a student completion certificate for a Delaware Department of Insurance approved online defensive driving course. The student has been directed to your location to collect this certificate.

BEFORE RELEASING THE CERTIFICATE:

Please take the following steps prior to releasing the completion certificate:

1. Request a state-issued photo ID from the student.
2. Compare the information on the ID to the information on the certificate (Page 2 of this document.)
3. If the information matches, collect a \$5 certificate fee from the student and release the certificate to the student. If the information does not match, do not collect the \$5 and DO NOT release the certificate.

NOTE: Certificates may only be released to the individual who appears on the certificate, and has verified his/her identity via a state-issued photo ID.

If you have any questions, please contact I DRIVE SAFELY Customer Service at:

(800) 723-1955

Thank you!