



# Replacement DL389 Form

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**ALL SECTIONS MUST BE COMPLETED.** DL389s expire 12 months from the original date of course completion and will not be replaced once it has expired. Obtaining a replacement DL389 will not extend the expiration date. If it has already expired you will need to take the entire course to receive a new DL389 certificate. The training provider will not be able to replace your DL389, only CMSP is authorized to replace the DL389. Replacement DL389s may take up to a 5 working days to process your request. An incomplete address will cause significant delay, make sure you include an apartment or unit number.

DATE: \_\_\_\_\_

TRAINING PROVIDER NAME: \_\_\_\_\_

NAME: \_\_\_\_\_  
First Middle Last

ADDRESS: \_\_\_\_\_  
Street (include apt or unit #) City State Zip

TELEPHONE \_\_\_\_\_ DOB MM/DD/YY \_\_\_\_\_

DRIVER LIC # \_\_\_\_\_ STATE \_\_\_\_\_

DATE COURSE COMPLETED \_\_\_\_\_

REASON FOR REPLACEMENT:

- LOST ORIGINAL
- NEVER RECEIVED ORIGINAL
- DAMAGED/DEFACED (ORIGINAL MUST BE INCLUDED WITH REQUEST)
- INCORRECT INFORMATION

OTHER EXPLAIN \_\_\_\_\_

## INCLUDE A PHOTOCOPY OF YOUR DRIVER LICENSE

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### OFFICE USE:

ORIGINAL DL NUMBER ISSUED \_\_\_\_\_ ORIGINAL ISSUE DATE \_\_\_\_\_

REPLACEMENT DL NUMBER \_\_\_\_\_ REISSUE DATE \_\_\_\_\_

REPLACEMENT ISSUED BY: \_\_\_\_\_  
Print Name

Option 1) Mail form and copy of drivers license to:  
Total Control Training, Inc  
12520 Business Center Dr Ste C  
Victorville, CA 92395

Option 2) Scan and email form and copy of drivers license to: [info@totalcontroltraining.net](mailto:info@totalcontroltraining.net)