New York State Department of Motor Vehicles

MV-278 ROSTER AND CONTROL

www.nysdmv.com

School Name	Address	Class Location

Date of Course	Instructor's Name (Print or Type)	Instructor Card Number

INSTRUCTOR:

- **ONLY** students who have a **VALID LEARNER PERMIT** are eligible to receive an MV-278 certificate upon completion of the course.
- If you are issuing a duplicate certificate, record the original MV-278 number, as well as the duplicate number.
- After issuing the MV-278 certificates at the end of a class session, enter the date and sign your name on the blank line below the last entry.
- Attach all voided certificates to the roster and return to DMV.
- When you request new books of MV-278 certificates, you must return the Original Roster and Control sheets to the District Office.
- Certificates must be listed in sequential order.

MV-278 Certificate Number	Original Certificate Number (***Duplicates Only***)	Client ID Number	Name of Student *(Print or Type)*	Signature of Student	For School Use

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