Société de l'assurance automobile Québec

Avec vous, au cœur de votre sécurité

Request To Be Issued a Duplicate of a Lost or Missing Attestation – Class 5

Erase

Complete this form if you wish to obtain a duplicate driving course attestation further to the closure of a driving school.

Important: The SAAQ will analyze your file and send you a driving course attestation that corresponds to the level you had reached when the school closed, as applicable. Driving schools are required to keep student files for 7 years after service contracts end. Student files can be destroyed after the 7-year period in compliance with applicable laws and the SAAQ's requirements (conditions for recognition).

1. Student

Last name		First name	
Address Street number	Street name		Apt.
Municipality		Province	Postal code
Telephone number	Email		
Learner's licence number (if applicable)		Date you signed a contract or registered with the driving school (Year-Month-Day)	

2. Driving school with which the student was registered

Name of the school	Recognition number (refer to the contract)

3. Road Safety Education Program (RSEP) modules and sessions completed by the student

3.1 How many theory modules did you complete?

If you are only requesting an attestation for one or more modules in Phase 1 of the RSEP, go to question 3.3.

3.2 How many in-car sessions did you complete?

3.3 What was the date of the last module or session you completed at this school?

4. Student's declaration

I declare the following:

- I wish to be issued a duplicate of a lost or missing attestation.
- I was registered with the driving school identified in Section 2 above.
- I was unable to obtain an attestation for the modules or sessions I completed before the school closed, or I have lost the one I was issued.
- All the information provided in this request is accurate and true, and I understand that making a false declaration may result in my request being denied.

Student's signature	Date (Year-Month-Day)

5. Student's consent

- I authorize the SAAQ to check any information concerning me in its records in order to verify the accuracy of the information provided in this request.
- I authorize the SAAQ and the driving school identified in Section 2, or the driving school to which my file was transferred, to share any relevant information or documents concerning me that may be required in order for the SAAQ to process this request for an attestation.

Signature	Date (Year-Month-Day)

You must enclose with this form all the supporting documents you wish to submit:

- contract signed with the driving school;
- proof of all payments made;
- any other relevant supporting documents.

This form must be mailed to the following address:

Société de l'assurance automobile du Québec
Édifice Loto-Québec
Service de gestion des écoles de conduite
500, rue Sherbrooke Ouest, 12e étage
Montréal (Québec) H3A 3C6

Protection of Personal Information

All personal information collected by the SAAQ while exercising its powers in compliance with the laws it applies is handled in accordance with its Policy on Privacy.

saaq.gouv.qc.ca/privacy