

**Certificate of Attendance Request**  
**(For the State of Georgia Department of Driver Services)**

Completed form must be returned to the NCCA office  
for processing of the DDS form. A list of the documents required by the  
DDS can be found on the back of this form.

Certificates of Attendance are only valid for 30 days after being issued.

**Date:** \_\_\_\_\_

**Student's Full Name:** \_\_\_\_\_  
Last                      First                      Middle

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

If your student completed the ADAP Program in Health with NCCA,  
and you need a copy of the ADAP certificate, please check here.

**Student/Parent Signature:** \_\_\_\_\_

**\*\*\*PLEASE ALLOW 7 DAYS FOR PROCESSING.\*\*\***

## Georgia Instructional Permit Requirements

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To apply for an instructional permit in Georgia, you must be at least 15 years old.

Visit a [DDS Customer Service Center](#) in person and:

- Complete an **application form**.
  - Your parent, guardian, or authorized driver's education instructor must sign your application.
- Submit a completed [Certificate of Attendance](#) (Form DS-1) dated within the last 30 days, or a high school diploma or GED.
- 1 document to prove your identity, such as:
  - [A valid passport](#).
  - An original or certified U.S. [birth certificate](#).
- 1 document to verify your Social Security number (SSN), such as:
  - Your Social Security card.
  - A W-2 with your name and all or part of your SSN.
- 2 documents to prove you are a GA resident, such as your:
  - School report card or Certificate of Attendance.
  - Bank statement.
- Pass 2 written tests.
- Pass the vision exam.
- Pay the \$10 fee.
  - Credit or debit card (VISA, MasterCard, Discover, or American Express), cash, check, or money order.