Certified Copy of Valid Operator's License

What is a certified copy? A certified copy is a duplicate of an original document that is certified as an exact reproduction by the officer responsible for issuing or keeping the original.

A certified copy of an operator's license requires **both** of the following:

- 1) <u>A certification letter</u> dated, signed by the City Clerk or Deputy City Clerk and stating something like "The attached operator's license is a true and correct copy of the original operator's license issued by the City of ______ to the named licensee for the dates indicated."
- 2) A duplicate copy of the operator's license.

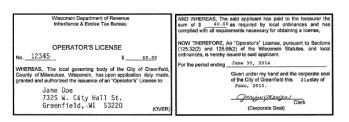
Example

Part 1 – Certification Letter



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Part 2 – Duplicate copy of the operator's license



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