Duplicate License Request

Drivers Training Branch
Safety Division
MCB Quantico

Date: __/__/____

Unit: _____
To: Safety Division Drivers Training

Subj: REQUEST FOR DUPLICATE MCB QUANTICO LICENSE

I _____ am requesting a duplicate License for _____
Last, First, MI *Type of License*
due to the misplacement of the original copy. This duplicate License is required by MCBO 11240.2B Authority to Operate Government Owned Motor Vehicles and Equipment in the performance of my daily tasks. I understand that if this duplicate License is lost or misplaced multiple times then I will be required to attend remedial training.

Operator *Sign:* _____ *Date:* __/__/____

Phone #: ___-___-____

I _____ am authorizing the individual mentioned above to receive a
Last, First, MI
duplicate license and understand that multiple offenses will result in further action.

SNCOIC/OIC: *Sign:* _____ *Date:* __/__/____
(Supervisor)
Phone #: ___-___-____