



Replacement Certificate Request Form

In order for TSC Training Academy (TSCTA) to re-issue a course completion certificate, your attendance and successful completion of our training program must first be verified*. A photo I.D must be provided at the time the completion certificate is released.

Cost per replacement certificate: ♦ First Request: \$10 ♦ Second Request: \$20 ♦ Third request: \$35
To assist us in locating your record, please complete the information below:

Type of Certificate:

Course Completion Certificate

CEU Certificate

Name (as it appeared on certificate):			
Employer/Agency (at time of training):			
Type of Training/Certificate:			
Email		Contact Phone No.	

For Certificate release, choose one option:

- I will pick up the certificate in person on: **Date** _____
- Please mail the certificate to the following address

Address: _____

Payment Details:

Acceptable payments for replacement requests are cash, credit card, certified check, and money order. All payments for certificate replacements must be received in **FULL** before the certificate can be released.

Credit Card Details	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			
Card No:		Exp. Date		CVV2#
Billing Address				

I, _____ acknowledge that by signing this form, I have given TSCTA permission to charge my account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to my account.

Card Holder's Signature: _____ **Date:** _____

Card member acknowledges receipt of goods and or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the card member's agreement with the issuer.

For Office Use Only		
Process On: _____ Employee Initials: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Reason: _____

*TSC reserves the right to decline a certificate duplication request if incomplete and/or inaccurate information is provided to locate original training record and/or third party payee for original license declines to approve request to release.