

# Certificate and Score Release Request Form



- PLEASE PRINT CLEARLY
- FAX COMPLETED FORM TO: (866) 665-9570 toll free or (312) 583-9853 local direct
- NOTE: *Incomplete and unsigned forms will not be processed.*

YOUR NAME \_\_\_\_\_ Last 4 digits of SSN # \_\_\_\_\_

( ) ( )  
Work Telephone Home Telephone Email Address

X Signature (Required) \_\_\_\_\_

Type of exam:  ServSafe® Food Safety  ServSafe Alcohol®  Other (please specify)

Estimated Exam Date and Location (if known)

## DUPLICATE CERTIFICATE SECTION—Please allow 2-3 weeks for delivery or select RUSH DELIVERY

- |   |  |
|---|--|
| <input type="checkbox"/> <b>BASIC DELIVERY—\$20 Charge</b>  | <input type="checkbox"/> <b>RUSH DELIVERY (Receipt in 7 business Days)—\$35 Charge</b> |
| • Cash payments not accepted.   | • Certificates cannot be faxed.  |
| • FMP® certification plaque replacement is \$35.  | • National Restaurant Association cannot reprint expired certificates*.                |
| • Fraudulent use of any NRA Certificate or wallet card is subject to prosecution to the full extent of the law. |  |

Name Change Needed?  Yes  No Print Correct Name Here: \_\_\_\_\_

Mailing Address/Suite # \_\_\_\_\_

City State Zip Code

If being sent to an organization, please include the name of the organization here.

\*ServSafe Food Safety Certificates older than 5 years are expired. \*ServSafe Alcohol Certificates older than 3 years are expired.

## PAYMENT INFORMATION—REQUIRED FOR DUPLICATE CERTIFICATE ORDERS ONLY

If billing to an account, you must provide that number on this form. The cost covers the processing of your request, materials, and shipping. Make checks payable to National Restaurant Association.

Check/Money Order/Account Number: \_\_\_\_\_ Amount \$ \_\_\_\_\_

or if paying by credit card:  Visa  AMEX  MasterCard  Diners Club  Discover

Name on Card Card Number Expiration Date

## SCORE RELEASE SECTION—Please allow 5 business days minimum for processing—FREE OF CHARGE

I, the signee, give permission to the National Restaurant Association to release my Exam score information.

Please fax score information to: \_\_\_\_\_ at this fax number: ( ) \_\_\_\_\_

### National Restaurant Association Internal Use ONLY

The NRA does not have an Exam score on file for this individual.

The NRA confirms it has a record of the following course(s) on file for this individual. (See below)

Course \_\_\_\_\_ Exam Date \_\_\_\_\_ Percent Score \_\_\_\_\_

Instructor \_\_\_\_\_ Course Sponsor \_\_\_\_\_

National Restaurant Association, 175 W. Jackson Blvd, Suite 1500, Chicago, IL 60604

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