

## Duplicate Certificate Request Form

NBCOT<sup>®</sup> VCVC certificate holders who are requesting a replacement certificate should use this form. To process this request, the following is required:

1. This completed form
2. The appropriate fee (\$100)
3. Proper documentation (For name changes only—see details below.)

**Fee: \$100**

Name (as it should appear on the certificate):

Prior Name (if applicable):

Address:

City:

State/Province:

Country:

Postal Code:

E-mail:

NBCOT Certification Number:

Date of Birth:

**Reason for Replacement:**  Missing Certificate  Name Change

**For Name Changes:** NBCOT requires legal documentation as evidence of a name change. This should be in the form of an official document—photocopied and in English. If the official document is not in English, you must submit a copy of the original document along with an official translation.

Types of accepted documentation (submit one): marriage certificate, divorce decree or court order

**Please sign:** I hereby authorize NBCOT to issue me a replacement VCVC Certificate.

Signature:

Date:

**Choose a Payment Method:**  Personal Check  Money Order  Visa  MasterCard  
 American Express  Discover

Checks and money orders should be made payable to NBCOT and must be drawn on a U.S. bank.

Credit Card Number: — — —

Expiration Date (mm/yy):

3-digit CVV Code:

Credit Card Holder:

Card Holder's Billing Address:

Signature of Cardholder:

I authorize the amount indicated above to be charged to my credit card.

### Mail form and payment...

Regular mail:  
NBCOT, Inc.  
One Bank Street, Suite 300  
Gaithersburg, MD 20878