

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: _____ SOCIAL SECURITY # _____

() ()
Work Telephone Home Telephone Email Address

Name of Course and Estimated Exam Date (if known)

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

- BASIC DELIVERY- \$20 Charge RUSH DELIVERY (Receipt in 7 business Days) - \$35 Charge
- Cash payments are not accepted. • Certificates cannot be faxed.
 - FMP certification plaque replacement is \$35. • NRAEF cannot reprint expired certificates*.
 - Fraudulent use of any NRAEF 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 # _____ **We cannot ship to P.O. Boxes, APO,AE, etc**

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 Educational Foundation (NRAEF).

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 undersigned, give permission to the NRAEF to release my examination score information.

Signature _____

Please fax score information to: _____ at this fax number: () _____

NRAEF Internal Use ONLY The NRAEF does not have an exam score on file for this individual.

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

Course _____ Exam Date _____ Percent Score _____

Training hours _____ Instructor _____ Course Sponsor _____