

Certificate Request Form

Complete this form and return with your \$20 fee. FMP® certification plaque replacement is a \$35 fee. Certificates cannot be faxed.
PLEASE PRINT CLEARLY

Present Name _____ Social Security Number _____

Name Change? Yes No Print Correct Name Here _____

Mailing Address/No P.O. Box/Suite # _____

City _____ State _____ ZIP _____

If being sent to an organization, please include the name of the organization here. We cannot ship to P.O. boxes, APO, AE, etc.

Work Telephone _____ Home Telephone _____

Name of Course (if known) _____ Estimated Examination Date (if known) _____

ServSafe® Food Safety Certificates with examination dates 5 years old or older are expired and cannot be reprinted.
ServSafe Alcohol™ Certificates with examination dates 3 years old or older are expired and cannot be reprinted.

Payment Information

Cash payments are not allowed. If billing to an account, you must provide that number on this form. **Duplicate certificates cost \$20.** FMP certification plaque replacement is \$35. The cost covers the processing of your request, materials, and shipping. Make checks payable to: National Restaurant Association Educational Foundation (NRAEF). You should receive your certificate 2–3 weeks after this form is received at the NRAEF.

If paying by check, please include your check number and amount here.

If paying by credit card: Visa AmEx MasterCard Diners Club Discover

Name on Card _____ Card Number _____ Expiration Date _____

Cardholder's Signature _____

I want my Certificate in 7 business days. **There is an additional \$15 charge for rush delivery.**

Please mail form to: National Restaurant Association Educational Foundation
Attn: Certification Department
175 West Jackson Boulevard, Suite 1500, Chicago, IL 60604-2814

Or fax to: 866.665.9570 toll-free or 312.583.9853 local direct

Fraudulent use of any NRAEF Certificate or wallet card is subject to prosecution to the full extent of the law.

NRAEF Internal Use Only	
Constituent Number	Date Sent
Class ID Number	Date Mailed
Name of Course	