

International Critical Incident Stress Foundation, Inc.

A non-profit NGO in special consultative status
to the Economic and Social Council of the United Nations

CERTIFICATE RESEARCH AND REPLACEMENT REQUEST

***** ONE FORM FOR EACH COURSE *****

Name (As You Would Like for it to Appear): _____

Title of Course Attended: _____

Name of Instructor: _____

Date(s) of Course (Month / Day(s) / Year): _____

Location of Course (City, State, Province, Country): _____

Address to Send Certificate:

Address: _____ City: _____

State: _____ Zip Code: _____ Country: _____

Phone #: _____ Email: _____

If the course you attended was within the past year, there will be a **\$10.00 USD** charge per certificate. If the course you attended was over 1 year ago, there will be a **\$15.00 USD** charge per certificate to reproduce your certificate. All charges are **non-refundable** and include research costs, cost of certificate and Shipping & Handling. Please allow **6-8 weeks** for processing. Additional charges may apply if extensive research is required to complete this request. **There is no guarantee that a certificate will be able to be replaced.**

Signature: _____ **Date:** _____

Method of Payment: REQUEST WILL ONLY BE PROCESSED AFTER PAYMENT INFORMATION IS RECEIVED.

Check Enclosed (US Funds from a US Bank. \$20.00 USD fee for all returned checks)

Credit Card (ICISF accepts MasterCard, Visa, American Express and Discover)

Credit Card Number: _____ Expiration Date: _____

Print Name as it Appears on Card: _____ Security Code: _____

Signature: _____

For ICISF Office Use Only:

Date Received: _____ Date Completed: _____ Initial: _____

Course Verified: _____

Additional Comments: _____