



335 N. River St. Suite 200 Batavia, IL 60510 | Ph: 630-365-1700 | www.controlledforce.com

CERTIFICATE RE-ISSUE FORM

Controlled F.O.R.C.E. strives to issue certificates in a timely and accurate manner upon completion of certification training. Controlled F.O.R.C.E. will re-issue lost or damaged certificates upon request. Due to the costs associated with our certification process, Controlled F.O.R.C.E. must charge a fee per re-issue. Please complete the re-issue form and fax to 630-365-1361. When Controlled F.O.R.C.E. receives this form, we will invoice your department and re-issue certificates upon payment. Upon receipt of Re-Issue Form and payment, Controlled F.O.R.C.E. will issue electronic certificates via e-mail in PDF format.

Effective 1 October 2009, you must be a member of the Controlled F.O.R.C.E. Network to receive your certifications.

RE-ISSUE ORDER FORM (All Fields Required / Print Clearly)			FAX # 630-365-1361
<hr/>			
LAST NAME	FIRST NAME	MI	
<hr/>			
AGENCY MAILING ADDRESS	CITY	STATE	ZIP
<hr/>			
AGENCY PHONE	AGENCY FAX		
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E-MAIL -- ALL CERTIFICATES WILL BE SENT ELECTRONICALLY TO WORK E-MAIL ADDRESS UNLESS OTHERWISE SPECIFIED --			
<hr/>			
<u>SELECT CERTIFICATIONS FOR RE-ISSUE</u>			
<input type="checkbox"/> LEVEL 1 CERTIFICATE [Level 1 Certification ID _____]			
<input type="checkbox"/> LEVEL 2 CERTIFICATE [Level 2 Certification ID _____]			
<input type="checkbox"/> LEVEL 3 CERTIFICATE [Level 3 Certification ID _____]			
<input type="checkbox"/> OTHER _____			
<hr/>			
<u>SELECT ISSUE METHOD</u>			
<input type="checkbox"/> ELECTRONIC CERTIFICATES SENT VIA EMAIL -- \$20			
<input type="checkbox"/> PAPER CERTIFICATES SENT VIA USPS -- \$25			
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<u>SELECT PAYMENT OPTION</u>			
<input type="checkbox"/> CREDIT CARD: VISA MC [CC# _____ EXP _____]			
NOTE: CREDIT CARD PAYMENTS WILL INCUR A 3% SERVICE FEE			
<input type="checkbox"/> CHECK: Make Payable To: Controlled F.O.R.C.E. 335 N. River St. Suite 200 Batavia, IL 60510			
<input type="checkbox"/> PURCHASE ORDER: PO # _____			
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NOTICE ON CERTIFICATION RE-ISSUE: Certificates will be dated to the time of training, not to the time of re-issue.			