

Request for Duplicate Certificate

(Only those certificates originally issued by the Illinois Early Intervention Training Program)

Complete the form below and submit along with payment if applicable to:

The Illinois EI Training Program
7550 West 183rd St
Tinley Park, IL 60477

ONLY Re-Issue Certificate Requests may be faxed to: 708/444-8470

Please indicate the type of certificate request:

- Re-issue certificate due error on original—i.e. misspelled name, incorrect date, etc. - at no charge
Request must be received within 45 calendar days of the event
- Duplicate certificate—to replace misplaced, lost, destroyed, etc. - at a charge of \$10 per each certificate

Name of Event: _____

Date of Event: _____ City/State of Event: _____

Name on original Certificate: _____

Corrected information on Re-issued request : _____

Name of Person Making Request: _____

2nd request if needed:

Name of Event: _____

Date of Event: _____ City/State of Event: _____

Name on original Certificate: _____

Corrected information on Re-issued request : _____

Are you the Certificate holder? Y / N If No, What is your relationship to the Certificate holder? _____

Send requested copies to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____ Daytime Phone: _____/_____

# of Certificates Requested _____ @ \$10 each	Total: _____	<i>For office use only</i>
<input type="checkbox"/> Check/Money Order Enclosed	<input type="checkbox"/> VISA MC DISC AM EX	Date Received:
CC # _____		Date Sent:
Expiration _____ Name on Card _____		Processed by:
Address: _____		