

# 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		Last 4 Digits of Social Security
Work Telephone	Home Telephone	Email Address
X Signature (Required)		
Type of Exam: <input type="checkbox"/> Servsafe® Food Safety <input type="checkbox"/> Servsafe Alcohol® <input type="checkbox"/> Other (Please Specify)		
Estimated Exam Date and Location (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 not accepted.
- FMP® certification plaque replacement is \$35.
- Fraudulent use of any NRA Solutions certificate or wallet card is subject to prosecution to the full extent of the law.
- Certificates cannot be faxed.
- National Restaurant Association Solutions (NRA Solutions) cannot reprint expired certificates\*.

Name Change Needed?  Yes  No \_\_\_\_\_  
Print Correct Name Here

Mailing Address/Suite Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

If being sent to an organization, please include the name of the organization here.

\*ServSafe Food Protection Manager Certifications 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.

Check/Money Order/Account Number: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Or if Paying by Credit Card:  Visa  AMEX  MasterCard  Diners Club  Discover

Name on Card \_\_\_\_\_ Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

## SCORE RELEASE SECTION Please allow 5 business days minimum for processing—FREE OF CHARGE

I, the signee, give permission to NRA Solutions to release my exam score information.

Please fax score information to: \_\_\_\_\_  
fax number

### NRA Solutions Internal Use ONLY

- NRA Solutions does not have an exam score on file for this individual.
- NRA Solutions confirms it has a record of the following course(s) on file for this individual. (See below)

Course \_\_\_\_\_ Exam Date \_\_\_\_\_ Percent Score \_\_\_\_\_

Instructor \_\_\_\_\_ Course Sponsor \_\_\_\_\_