



# **CONTROLLED F.O.R.C.E.**

## **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 \$20 flat 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.

Effective 1 October 2009, you must be a member of the Controlled F.O.R.C.E. Network to receive your certifications. Upon receipt of Re-Issue Form and payment, Controlled F.O.R.C.E. will issue electronic certificates via e-mail in PDF format. Paper certificates are available upon request for an additional fee of \$5 per certificate.

### **RE-ISSUE ORDER FORM (All Fields Required / Print Clearly)**

**FAX # 630-365-1361**

\_\_\_\_\_  
LAST NAME FIRST NAME MI

\_\_\_\_\_  
AGENCY MAILING ADDRESS CITY STATE ZIP

\_\_\_\_\_  
AGENCY PHONE AGENCY FAX

E-MAIL -- ALL CERTIFICATES WILL BE SENT ELECTRONICALLY TO WORK E-MAIL ADDRESS UNLESS OTHERWISE SPECIFIED --

#### **SELECT CERTIFICATIONS FOR RE-ISSUE**

- LEVEL 1 CERTIFICATE [ Level 1 Certification ID \_\_\_\_\_ ]
- LEVEL 2 CERTIFICATE [ Level 2 Certification ID \_\_\_\_\_ ]
- LEVEL 3 CERTIFICATE [ Level 3 Certification ID \_\_\_\_\_ ]
- OTHER \_\_\_\_\_

#### **SELECT ISSUE METHOD**

- ELECTRONIC CERTIFICATES SENT VIA EMAIL -- \$20
- PAPER CERTIFICATES SENT VIA USPS -- \$25

#### **SELECT PAYMENT OPTION**

- CREDIT CARD: VISA MC [ CC# \_\_\_\_\_ EXP \_\_\_\_\_ ]

**NOTE: CREDIT CARD PAYMENTS WILL INCUR A 3% SERVICE FEE**

- CHECK: Make Payable To Controlled F.O.R.C.E. 609 Thryselius Dr. (Unit B) Elburn, IL 60119
- PURCHASE ORDER: PO # \_\_\_\_\_

NOTICE ON CERTIFICATION RE-ISSUE Certificates will be dated to the time of training, not to the time of re-issue.

Phone: 630-365-1700 | Fax: 630-365-1361 | info@controlledforce.com | www.controlledforce.com