

DUPLICATE CERTIFICATE REQUEST FORM

Duplicate Certificates are available for most courses that carry Continuing Education Units. Each certificate costs \$10 and requires a request in writing. Please allow five business days for processing. Release of personally identifiable information may not be made without your consent and in full compliance with the law. PLEASE PRINT and provide all information.

Full Name: _____

If you took courses under a different name, please provide that name:

Current Address: _____

Social Security Number: _____ DOB: _____

Phone number: _____ Email: _____

Driver's License Number (required only for DDC4 & DDC8 certificates): _____

Please provide address where you would like certificate(s) sent if other than your current address:

Course Title	Date of Course	Qty

TOTAL AMOUNT DUE: \$_____ (Total number of certificates x \$10)

- ☐ Enclosed is my check, made payable to The University of Memphis. *Checks will be electronically processed and the amount immediately debited.*
- ☐ Please charge my VISA, MASTERCARD, or DISCOVER:

-----CARD NUMBER-----

VERIFICATION #
The verification value
is an extra 3 or 4
digit number printed
on your credit card.

Signature: _____ Date _____

Please mail your request to:

Professional & Continuing Education | 101 Brister Hall | Memphis, TN 38152

OR FAX it to 901.678.2430.

The University of Memphis is not required to retain CEU records longer than five years past the date of the course. However, in some cases, records within those five years are not available for transcription. If you require a transcript and have proof of successful course completion, please provide that to our office along with any other information about the course. We will do what we can to assist you.

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