

Request for Replacement Documentation – No Charge

September 2017

Use this form to request copies of documents contained within your Career Development file.

Copies of the documents you have provided to The Nevada Registry at the time of application or renewal are provided at no charge. *If you need a replacement certificate, please complete the 'Request for Replacement Certificate' form. The cost to obtain a replacement certificate packet is \$10.*

Important! The Nevada Registry does not automatically receive your certificates after a training nor is training automatically entered into your account when taken. As a result, your membership account only contains copies of training certificates that you have mailed in with your initial membership application or annual renewal forms. We are happy to provide replacement copies of any of your certificates on file.

Check all that apply:

- Training Certificates
- All certificates contained within in my file.
 - Specific certificate(s). Please list: _____
- _____
- Other: _____

Personal Information

Full Name _____

_____/_____/____ (mm/dd/yyyy)

Date of Birth (required for verification purposes)

Registry ID # _____

() _____
Contact Phone Number

Email Address

Please send copies to (choose one)*:

My Home Address Check here if this is a new address:

OR

My Work Address Name of Business: _____

Address

City

State

Zip Code

*Copies will be mailed to the address listed within 10 business days.

I certify that the information provided is true and correct.

Signature: _____

Date: ____/____/____

Mail, fax or email this form to:

The Nevada Registry, 240 South Rock Blvd., Ste. #143, Reno, NV 89502

Fax: (775) 857-3158 | Email: nevadaregistry@washoeschools.net

