NDHCB • BNCHD

NATIONAL DENTAL HYGIENE CERTIFICATION BOARD

CERTIFICATE REPRINT REQUEST FORM

Please TYPE or PRINT all information. Incomplete forms may result in delays.

REQUEST FOR A CERTIFICATE REPRINT

A GENERAL INFORMATION

***Information*:**

1. **APPROXIMATE DATE OF GRADUATION:** _____ **APPROXIMATE EXAMINATION DATE (MM/YY)**: _____

2. NAME*: _____
(LAST NAME) (FIRST NAME)

ADDRESS: _____
(STREET) (APPT NO./PO BOX)

_____
(CITY) (PROVINCE) (POSTAL CODE)

TELEPHONE: _____ EMAIL: _____
(MAIN) (ALTERNATE

***Please list your name as it was when you received your certificate. Should you wish to have your certificate printed in a new name, please see section D below.**

B FEE

A certificate reprint is s $40.50 + tax (5% for AB, BC, SK, MB, QC and the Territories; 13% for ON, US and International; 15% for PE, NS, NB and NL). A CERTIFIED CHEQUE or MONEY ORDER in Canadian funds payable to the National Dental Hygiene Certification Board or a valid CREDIT CARD number (VISA or MasterCard) or VISA debit card is required. Reprint requests will not be completed until payment is received.

☐ Cheque enclosed ☐ Money Order enclosed

_____ _____ _____
CREDIT CARD NUMBER EXPIRATION DATE CVD

_____
ADDRESS OF CARD HOLDER (Number, Street Name, City, Province, Postal Code)

_____ _____
NAME OF CARDHOLDER SIGNATURE

C MAILING INFORMATION

☐ Mailing address is the same as provided in Section A.

If the address to which you want the certificate mailed is different from that provided in Section A, please indicate it here:

ADDRESS: _____
(STREET) (APPT NO./PO BOX)

_____
(CITY) (PROVINCE) (POSTAL CODE)

All reprints are sent via regular Canada Post without tracking information. Should you wish to receive your Certificate faster, you can select one of the shipping options below and pay the associated fee:

☐ Standard Canada Post (within Canada and International): $0

☐ Express Post (within Canada): $20.00 + tax

☐ Courier Fee (within Canada): $40.00 + tax

☐ Courier Fee (International): $125.00 + tax

(tax is equivalent to - 5% for AB, BC, SK, MB, QC and the Territories; 13% for ON, US and International; 15% for PE, NS, NB and NL)

D NAME CHANGE

Should you indicate that you would like to change your name on your certificate, and it is different than the name we have on file, we will require a copy of the document which shows your legal name change (i.e., Marriage certificate, divorce paper, legal name change papers).

E VERIFICATION OF IDENTITY

☐ I have attached a scanned copy or photo of my photo identification. (Note: This must be a government-issued copy, i.e. passport, driver's licence, etc.)

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