



Ministry of Education



Replacement Certificate Request Form

You may request a replacement certificate only if you are a Ministry of Education certificate holder (that is, you have paid the current year's annual fee). If your certificate has expired, or if it has been suspended or cancelled for any reason, we will provide you with a letter confirming your past certification instead of a replacement certificate. This letter will indicate the validity dates of the certificate and the reason that the certificate is no longer valid. The processing fee for a replacement certificate or confirmation letter is \$35.00 (see page 2 for payment options). We will send the certificate or letter to you only. We will not send it to a third party, nor can a third party request it on your behalf. Once you have the replacement certificate or confirmation letter, you may make copies of the document for any agencies that require it. When you have completed this form, you may submit it to us by mail or by fax at 604 775-4859.

YOUR INFORMATION Date of Birth (YYYY/MM/DD) _____ File/Certificate No. _____

Given Names Surname

Previous Surnames

Mailing Address

Email Address Home Telephone Number Work Telephone Number
(include area code) (include area code)

CERTIFICATE INFORMATION

The certificate type for which I am requesting a replacement is a _____
(Professional, Basic, Subject-Restricted, etc.) certificate.

I hereby request that the Ministry of Education send this replacement certificate or confirmation letter to me at the above address.

Signature Date Signed

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PAYMENT INFORMATION

If you wish to pay the processing fee by credit card, please complete the authorization form below. Otherwise, please enclose a cheque or money order payable to the Minister of Finance.

Name of individual or business as it appears on the card:		Please choose one: Visa MasterCard American Express	
Credit Card Number	Expiry Date (MM/YY)	Total Payment Authorized \$35.00	
Signature of card holder:	Date (YYYY/MM/DD)		

Please note: Credit card data should not be emailed. The credit card information provided on this form will not be retained. Upon authorization of the payment request, all credit card information will be destroyed.

May 2015