

REQUEST FOR REPLACEMENT CERTIFICATE

Fax your completed Request Form to 512-336-1008
 You will receive an Email confirmation within one (1) business day.
 Your Replacement Certificate will be processed within fourteen (14) days.

COURSE INFORMATION

Please provide the Course Title and Date of the course of the certificate needing replacement

Course Title	Date
Course Title	Date
Course Title	Date

METHOD OF REPLACEMENT & PAYMENT AMOUNT

Method of Replacement	Fee	Fees
Mail to the address below	\$25	
Mail to the following address	\$25	
Fax to: _____ Fax# _____	\$25	
RUSH processing – processed within 24 hours of receipt	\$25	
Total Payment Amount		

YOUR PERSONAL & PAYMENT INFORMATION

Name		Birthday
License #, State, Type & Renewal Date	2 nd License #, State, Type & Renewal Date	3 rd License #, State, Type & Renewal Date

Home Address		
Home Email		Work Email
Home Phone	Cell Phone	Work Phone

Bank Draft Authorization				Credit/Debit Card Authorization				
				Note: If you'd like to pay by credit card, add 4% to your amount				
Acct Type	Checking	Savings	Ck#	Card Type	AmEx	Discover	MasterCard	Visa
Acct#				Acct#				
Routing Transit#				Exp Date	3or4 Digit Code			
Acct Holder Name				Card Holder Name				
Bank/Credit Union Name				Billing Address				
City, State, Zip				City, State, Zip				

I authorize CHA Seminars to debit my bank account/charge my credit card for the fees above.

Signature _____ Date _____

Mail your check made payable to "CHA Seminars" to 2514 Stenson Dr, Cedar Park TX 78613

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.