

Dental Assisting National Board, Inc. (DANB)

Request for a Duplicate Certificate

This form will be accepted through Dec. 31, 2018.



Measuring Dental Assisting Excellence®

Submit this form to:

DANB
Attn: Finance Dept.
444 N. Michigan Ave., Suite 900
Chicago, IL 60611
Fax: 1-312-642-8507

Do NOT submit twice or you will be charged twice.

Policy

To request a duplicate DANB-issued certificate you must submit this completed form and \$50 fee (for each certificate requested) to DANB. Duplicate certificate(s) will be mailed within 2-3 weeks. DANB does not fax or email copies of certificates.

A Candidate/Certificant Request for Credential Verification form may be submitted with a \$10 fee if you are not eligible to receive a duplicate certificate.

Duplicate Certificate Request

Indicate the certificate of knowledge-based competence or certification for which a duplicate certificate is requested: _____

DANB ID or Certification Number _____

Name (Please print clearly) _____

Prior name (if applicable) _____

Email _____

Home Address _____

City _____ State _____ Zip _____

Phone Numbers: Office (____) _____ Home (____) _____ Cell (____) _____

I hereby officially request a duplicate copy of the certificate(s) selected above. I understand a \$50 nonrefundable duplicate certificate fee is required for each certificate requested.

Signature X _____ Date X _____

Payment Information

Candidate/Certificant Name _____

[] Check/Money Order payable to DANB (must include candidate's name and be in US dollars)

[] Credit Card Authorization (Visa, MasterCard, Discover & American Express accepted): Amount: \$ _____

Request for a Duplicate Certificate 3408-11

Credit Card Number _____ CVV _____ Expiration Date ____/____/____

Cardholder's Name _____ Cardholder's Signature X _____

Cardholder's Billing Address _____

City/State/Zip _____ Phone Number _____

By signing, the cardholder acknowledges purchase of the aforementioned services by DANB in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. Furthermore, the cardholder understands that the signature obtained on this form shall be used to indicate receipt of purchase of the services by DANB.