



NICET DECALS AND PERSONAL RECORDS FORM

All orders will be mailed to the address on file for the certificant or applicant.\* To update your address in NICET.s records or to have records sent to an alternate address, you must sign the accompanying Personal Records Release / Address Change form.

Table with 4 columns: Description, Price, Quantity, Cost. Rows include: Official Personal Transcript (\$40.00), Copies of Score Reports (\$55.00/\$110.00), Hand Scoring of Examination (\$110.00), Personal Crossover Evaluation (\$27.00), Duplicate Approval Letter, Wallet Card, and Certificate (\$60.00), Copies of Application Forms (\$110.00/\$260.00), Certification Attestation (\$27.00), and a Total row.

Name: \_\_\_\_\_

NICET ID # \_\_\_\_\_

Delivery

I want my order delivered to the address on file for me. I want my order delivered to an alternate address. I am enclosing the signed Personal Records Release Statement.

Please allow 2-3 weeks for delivery.

Payment

Check/Money Order attached (payable to NICET) Charge to: Visa MasterCard Discover Card No. Exp. Date Signature:

You must enter payment amount below.

Amount Enclosed \$

To protect the privacy of our applicants and certificants, NICET will not release test scores or application information without their request. For more information, please see NICET Policy #3.

Mail this form to: NICET, c/o SunTrust Bank, P.O. Box 79439, Baltimore, MD 21279-0439



### NICET PERSONAL RECORDS RELEASE/ADDRESS CHANGE FORM

Submit this form if allowing a third party to receive the attached order or to update the contact information on your file.

#### Personal Records Release

Please mail my attached order to the recipient and address below:

_____		
Name of Recipient		
_____		
Company Name		
_____		
Address Line 1		
_____		
City	State	Zip Code

#### Personal Records Release Statement

I grant the individual named above permission to receive, at the address provided, the attached order. I have read and I understand NICET Policy #3, "Release of Confidential Applicant/Certificant Information."

_____	_____
Signature	Date
_____	_____
Printed Name	NICET ID Number

#### Address Change

Please update the address NICET has on file for me to the information I have provided below:

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ <table border="0"> <tr><td style="text-align: center;">Last Name</td><td style="text-align: center;">First Name</td><td style="text-align: center;">Middle Initial</td></tr> </table> Home Address: _____ Street (include apt, suite, etc.) _____ City _____ State _____ Zip Code _____ +4 NICET ID #: _____ Home Phone _____ <table border="0"> <tr><td style="text-align: center;">Area Code</td><td style="text-align: center;">Number</td></tr> </table> Personal E-mail: _____ Did your last name change since your last application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was your former last name: _____	Last Name	First Name	Middle Initial	Area Code	Number	Present Employer: _____ Business Address: _____ City _____ State _____ Zip Code _____ +4 Present Position Title: _____ Work Phone: _____ <table border="0"> <tr><td style="text-align: center;">Area Code</td><td style="text-align: center;">Number</td><td style="text-align: center;">Extension</td></tr> </table> Cell Phone: _____ <table border="0"> <tr><td style="text-align: center;">Area Code</td><td style="text-align: center;">Number</td></tr> </table> Business E-mail: _____ To which address should NICET mail all correspondence? <input type="checkbox"/> Home <input type="checkbox"/> Business	Area Code	Number	Extension	Area Code	Number
Last Name	First Name	Middle Initial									
Area Code	Number										
Area Code	Number	Extension									
Area Code	Number										

#### Address Change Statement

I certify that the information I have provided above is my current address. Please direct all correspondence to the address I have indicated. I understand that is my responsibility to notify NICET whenever my address changes.

_____	_____
Signature	Date
_____	_____
Printed Name	NICET ID Number