

National Board "R" or "NR" Certificate of Authorization Replacement/Additional Stamp(s) Request Form

STAMP(S) BEING REQUESTED: "R" "NR" Certificate Number: _____

COMPANY NAME: _____
(As it appears on your Certificate of Authorization)

PHYSICAL ADDRESS Send stamp(s) to this address
(As it appears on your Certificate of Authorization)

MAILING ADDRESS Send stamp(s) to this address

REASON FOR REQUEST: Need Additional Stamp(s) *Damaged/Broken Lost/Stolen

NUMBER OF STAMPS BEING REQUESTED: _____

- ◆ The fee for an additional stamp is **\$75 PER STAMP** (proforma invoice will be emailed upon receipt of this form).
- ◆ **PAYMENT MUST BE RECEIVED PRIOR TO THE ADDITIONAL STAMPS BEING SENT OUT.**
- ◆ **If this request is due to a damaged or broken stamp, the damaged/broken stamp must be returned to the National Board Accreditation Department at 1055 Crupper Avenue, Columbus, OH 43229.**

The National Board makes every effort to ensure materials arrive in timely manner and will ship the new stamp(s) promptly with no additional shipping charges. However, if your company has a preferred courier service and method of shipment, please list below. **If you are requesting a preferred courier and method of shipment, you must also provide your IMPORT account number.**

Courier Service: _____ Account Number: _____

Shipping Method (i.e. next day, second day, ground, etc.): _____

BRIEF EXPLANATION FOR THIS STAMP REQUEST:

X _____
Signature of Authorized Company Representative

Date

Printed Name of Authorized Company Representative

Printed Title of Authorized Company Representative

Phone: _____

Email: _____

Submit completed form to:
repairstamp@nationalboard.org

or
The National Board
1055 Crupper Avenue
Columbus, Ohio 43229-1183

Please Note: An incomplete/improperly completed form may delay the processing of this request. Please be sure your form is complete before submitting.