



# Request a Duplicate Certificate

This form will be accepted through Dec. 31, 2025.

Contact DANB with any questions at 1-800-367-3262 or email [docreview@danb.org](mailto:docreview@danb.org).

Mail to: DANB  
Attn: Finance  
444 N. Michigan Ave., Suite 900  
Chicago, IL 60611

Email to: [financefax@danb.org](mailto:financefax@danb.org)  
(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 2–4 weeks. DANB does not fax or email copies of certificates.

*Please note that Oregon credentials are listed on one certificate. Only one fee of \$50 is required for all Oregon credentials.*

DANB cannot mail a certificate that has expired. 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.

Your certificate will be printed with the name DANB currently has on file. If your name has changed and you would like your certificate printed with your updated name, please log into your DANB account ([www.danb.org](http://www.danb.org)) and submit the Name Change Request online, or submit the [Name Change Request form](#) with required documentation.

## Duplicate Certificate Request

List the certificate(s) you are requesting (required) \_\_\_\_\_

Name \_\_\_\_\_ DANB ID \_\_\_\_\_

Prior Name (if applicable) \_\_\_\_\_

Email (required) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers Office \_\_\_\_\_ Cell or Home \_\_\_\_\_

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

Signature X \_\_\_\_\_ Date X \_\_\_\_\_

## Payment Information

Candidate's Name \_\_\_\_\_

**Request for Duplicate Certificate 3408-11**

Check/Money Order payable to DANB (must include candidate's name and be in U.S. dollars)

Credit Card Authorization (VISA, MasterCard, Discover & American Express accepted) Amount \$ \_\_\_\_\_

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.