



# Request to Notarize a Certificate

This form will be accepted through Dec. 31, 2026.

Contact DANB with any questions at 1-800-367-3262 or email [danbmail@danb.org](mailto:danbmail@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 notarized DANB-issued certificate you must submit this completed form and appropriate fee (for each certificate requested) to DANB. Notarized certificate(s) will be mailed within 2-4 weeks.

- A \$10 nonrefundable administrative fee per certificate will be required for individuals who submit this form before their official exam results and certificates or before their renewal certificates are printed.
- A \$60 fee per certificate (\$10 administrative fee + \$50 duplicate certificate fee) will be required for individuals who submit this form after their original certificate(s) has/have been printed and mailed.
- A \$10 administrative fee per certificate will be required for individuals who mail their original certificate(s), along with a completed request form, to DANB to be notarized.

## Candidate/Certificant Information

DANB ID or certificate number \_\_\_\_\_

Which certificate are you requesting? (required) \_\_\_\_\_

Name \_\_\_\_\_

Name, if different, at time of application) \_\_\_\_\_

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

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Preferred method of communication ☐ Mail ☐ Email

I hereby officially request a notarized copy of the certificate(s) selected above. **I understand that the \$10 administrative and \$50 duplicate certificate fees are nonrefundable.**

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

## Payment Information

Candidate/Certificant Name \_\_\_\_\_

Notarized Certificate  
3451

☐ 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.