



Tennessee Housing Licensing/Certification Courses

**DUPLICATE CERTIFICATE - REQUEST FORM
FOR LOST OR STOLEN DOCUMENT**

Please complete this form and return by fax with credit card information or mail with Check or Money Order made payable to:
THA* PO Box 569 * Mt. Juliet, TN 37121. FAX (615)255-8869. FAXES MUST BE ACCOMPANIED WITH CREDIT CARD NUMBER.

Business Name: _____ (Note: One form per individual)
 Attendee: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 E-Mail: _____

Please give a working fax number or email address. This is where your confirmation will be sent.

General Guidelines: You must provide the exact date of the class you attended, for research and verification by THA. Please check the appropriate date below... or fill in the date of the class you attended if it was a class held in the current year of 2015. THA will not research archive files beyond the previous calendar year [2014]. THA will not research or provide certificates for attendance to classes other than those conducted by THA.

CHECK <input checked="" type="checkbox"/> COURSE DATE ATTENDED- 15 Hour Initial Licensing Class	THA MEMBER	NON-MEMBER
<input type="checkbox"/> March 15-16, 2016 <input type="checkbox"/> July 12-13, 2016 <input type="checkbox"/> November 15-16, 2016 <input type="checkbox"/> _____, 2016 [Fill in the blank with the 2016 date of the class you attended.]	\$10 Requests for duplicate certificates must be accompanied with the above processing fee.	\$30 Requests for duplicate certificates must be accompanied with the above processing fee.
CHECK <input checked="" type="checkbox"/> COURSE DATE ATTENDED- 5 Hour Continuing Education Class	THA MEMBER	NON-MEMBER
<input type="checkbox"/> January 13, 2016 <input type="checkbox"/> February 17, 2016 <input type="checkbox"/> February 18, 2016 <input type="checkbox"/> February 24, 2016 <input type="checkbox"/> March 09, 2016 <input type="checkbox"/> March 10, 2016 <input type="checkbox"/> March 17, 2016 <input type="checkbox"/> April 20, 2016 <input type="checkbox"/> May 18, 2016 <input type="checkbox"/> June 15, 2016 <input type="checkbox"/> July 14, 2016 <input type="checkbox"/> August 01, 2016 <input type="checkbox"/> August 10, 2016 <input type="checkbox"/> August 31, 2016 <input type="checkbox"/> September 01, 2016 <input type="checkbox"/> October 19, 2016 <input type="checkbox"/> November 17, 2016 <input type="checkbox"/> December 14, 2016 <input type="checkbox"/> _____, 2016 [Fill in the blank with the 2016 date of the class you attended.]	\$10 Requests for duplicate certificates must be accompanied with the above processing fee.	\$30 Requests for duplicate certificates must be accompanied with the above processing fee.

Payment Method: **Check or Money Order** - Made payable to Tennessee Housing Association or THA

Credit Card: VISA MASTERCARD

Card Number: _____ CVV#: _____ Exp. Date: _____

Signature: _____