



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 14-15, 2017 <input type="checkbox"/> June 13-14, 2017 <input type="checkbox"/> August 22-23, 2017 <input type="checkbox"/> November 14-15, 2017 <input type="checkbox"/> _____, 2018 [Fill in the blank with the 2018 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"/> February 16, 2017 <input type="checkbox"/> February 22, 2017 <input type="checkbox"/> March 07, 2017 <input type="checkbox"/> March 08, 2017 <input type="checkbox"/> March 16, 2017 <input type="checkbox"/> April 19, 2017 <input type="checkbox"/> May 17, 2017 <input type="checkbox"/> June 21, 2017 <input type="checkbox"/> July 19, 2017 <input type="checkbox"/> August 07, 2017 <input type="checkbox"/> August 16, 2017 <input type="checkbox"/> August 24, 2017 <input type="checkbox"/> August 30, 2017 <input type="checkbox"/> October 18, 2017 <input type="checkbox"/> November 16, 2017 <input type="checkbox"/> _____, 2018 [Fill in the blank with the 2018 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: _____ Exp. Date: _____

Signature: _____