



Replacement Certificate Request

This form must be completed to request a replacement certificate.

1. Request via fax or email:

- a) Complete information and submit form via fax or email to our office (626-2583; rlss-help@email.arizona.edu).
- b) Certificate will be issued within 2 business days from receipt of form
- c) Pickup certificate at the Research Laboratory & Safety Services (RLSS), Babcock Bldg., 1717 E. Speedway, Ste. 1201, with **picture ID presented at this time.**
- d) Note: certificate will be held for 2 weeks after issue date, thereafter both documents will be destroyed, and new documentation will be required.

2. Request in person:

- a) Complete information and hand deliver to Research Laboratory & Safety Services, Babcock Bldg. #151, 1717 E. Speedway, Ste. 1201, **with picture ID.**
- b) Certificates will be issued within 2 business days from the receipt of form and sent out via email or campus mail.

PLEASE PRINT

Legal Name: _____

Name on original certificate: _____

Class Type: _____

Phone Number: _____

Send certificate via: email address _____

campus address _____

will pick up in person within the next 2 weeks at the RLSS

(To be completed Research Laboratory & Safety Services)

Form Received: _____

Requestor's ID type: _____

Request filled: _____