

# NCCER Credential Request Form



Name: \_\_\_\_\_ Date: \_\_\_\_\_

NCCER Card Number: \_\_\_\_\_

(THIS NUMBER IS REQUIRED FOR PROCESSING)

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. **Check one:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Request Wallet Card Only</b> <b>\$10.00</b>  | <input type="checkbox"/> <b>Request Packet</b> <b>\$20.00</b>  |
| Wallet cards are merited when a level has been completed, an instructor certification is received, a written skills assessment exam is passed, and/or when an individual has achieved performance verified or certified plus status. | <ul style="list-style-type: none"><li>• Wallet Card</li><li>• Certificate</li></ul> <p>This packet may or may not include all of the items listed above based on what our Registry records indicate.</p> |

2. **Signature:** \_\_\_\_\_  
Allow 10-14 days for processing time. Incomplete forms will delay processing. (This **does not** include mailing time.)

3. **Send a Money Order or Cashier's Check made payable to NCCER**  
Personal checks are NOT accepted.

**Please mail payment with this form to: NCCER – Registry Department**  
13614 Progress Blvd | Alachua, FL 32615 | Phone: 888.622.3720

4. **Credit card payment can ONLY be completed online:**
- a. Go to [registry.nccer.org](http://registry.nccer.org).
  - b. Click on the **'Sign In'** button.
  - c. To *search* for your NCCER card number click on the **'Forgot Card Number'** button and sign in.
  - d. To *register* and activate your account click on the **'Register'** button.
  - e. After logging into the system click on the **'Credentials'** icon.
  - f. Select **'Order Credentials'** and fill out the online request.  
You will be prompted to pay from within this form.

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**TO CHECK THE STATUS OF YOUR REQUEST:**

You can check the 'Notes' section of your online account for a mailing status update. This section will be updated after the request has been processed. If after two weeks (14 business days) the mailing status has not been updated, please email a request for 'credential status' directly to [support@nccer.org](mailto:support@nccer.org), including your name and card number.