



**Replacement Certification Photo ID Card ORDER FORM**

If you need to replace a lost, stolen, or damaged Photo ID Card, please complete this form, and mail it to the address listed below with the appropriate payment. You will be issued a new Certification Number.

**\*If your card was lost or stolen, please submit your police report to avoid Identity Theft of your credential.**

**\*\*\*You must have been previously issued a Photo ID Certification Card to obtain a replacement.**

**\*\*\*Photo ID Cards are not issued during the year that your credential (s) is due to expire.**

Today's Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

OTC® Certification Number: \_\_\_\_\_  OT-SC™ Certification Number: \_\_\_\_\_

Please send me \_\_\_\_\_ Photo ID Card(s) as indicated below.

I have included payment of \$40.00 for each Photo ID Card that I am requesting:

\_\_\_\_\_ : OTC® Photo ID Card \_\_\_\_\_ : OT-SC™ Photo ID Card

TOTAL PAYMENT ENCLOSED: \$ \_\_\_\_\_

Acceptable forms of payment made payable to: NBCOT, Inc.

US Bank issued Check (Teller Check, Official Check or Bank Money Order)  
US or Canadian Postal, Western Union, or MoneyGram Money Orders.  
**NO PERSONAL CHECKS or Credit Cards will be accepted.**

Please PRINT: (Information must match the information on your Certification record).

\*FULL LEGAL NAME: \_\_\_\_\_  
First Middle Last

\*HOME Mailing Address: \_\_\_\_\_ Apt./Unit \_\_\_\_\_

\*City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

\*Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this form with the acceptable form of payment made payable to:  
NBCOT, Inc.

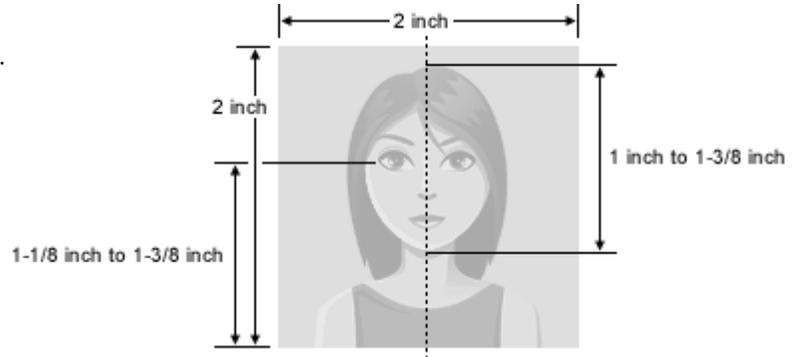
Attn: Replacement ID Request  
PO Box 349 – Crompond, NY 10517-0349

Please allow 4-6 Business weeks for receipt.

### ID Photos Requirement

In order to identify the certificants and to issue an ID Certification, a passport type photo is required. ID Photos can be taken in your local area and need to be sent with rest of your documentation for processing. As you can see by the illustration given, ID Photos have certain requirements and should be professionally taken. When you take your ID photos you will receive two identical photos to submit. Both photos are to be sent in for processing.

**With your name printed on the back of each photo.**



**PRINT NAME**

  
**Attach Passport Photo  
Here - Do not staple or  
tape over face.**

**Sign the back of the second passport photo and enclose it with this form.**

**Return this page and payment with your passport size photo attached to:**

**NBCOT  
Attn: Photo ID Request  
PO Box 349  
Crompond, NY 10517-0349**

**BOTH PHOTOS WITH THIS FORM MUST BE RECEIVED AS SOON AS POSSIBLE.  
\*\*\*ID cards are not produced by our office. Cards are sent back to our office by the producer to be proofed for content, and then mailed to you. This may take 4-6 weeks from our office receiving your appropriate and accepted photos. Please do not send photos printed on “standard photo paper” which you produced on your own. Such photos are NOT acceptable and will be rejected.**