



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 month & year of the class you attended, for research and verification by THA.

THA will not research archive files beyond the previous calendar year [2019]. THA will not research or provide certificates for attendance to classes other than those conducted by THA.

CHECK <input type="checkbox"/> COURSE COMPLETED:	THA MEMBER	NON-MEMBER
<p>_____ <b>5 Hour Continuing Education Class</b></p> <p>_____ <b>15 Hour Continuing Education Class</b></p> <p>_____ <b>Month</b>      _____ <b>Year</b></p>	<p><b>\$10</b></p> <p>Requests for duplicate certificates must be accompanied with the above processing fee.</p>	<p><b>\$30</b></p> <p>Requests for duplicate certificates must be accompanied with the above processing fee.</p>

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

**Credit Card:**       **VISA**       **MASTERCARD**

Card Number: \_\_\_\_\_ CVV#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_