

**DUPLICATE MANAGER CERTIFICATE
ORDER FORM**

- To order a duplicate manager certificate complete, notarize and return this form and a \$75.00 money order or certified check payable to the "NCIA Board".
- The duplicate certificate will be printed, and then signed at the next monthly Board meeting. The certificate will be mailed to the manager's address of record following the Board meeting.
- A duplicate will not be issued unless you have a valid fingerprint clearance card, pursuant to ARS 36-446.04(B) or (D).

Answer the following questions

- Have you been previously issued one or more duplicate certificates? Yes No
- If Yes, how many? _____
- When were the duplicates issued? (dates) _____

Reason for requesting this duplicate Certificate _____

Manager's Name: _____		Certificate Number _____	
Print Name			
Home address _____	City _____	state _____	Zip _____
Telephone _____	Fax _____	E-mail: _____	

Where Duplicate will be Displayed

Facility Name _____		DHS Facility number _____	
Street address _____		City _____	state _____ Zip _____
Facility telephone number _____		Fax _____	

Facility Owner's Name: _____	
Street address _____	
City _____	state _____ Zip _____
Telephone _____	Fax _____

Signature of Manager: _____ Date: _____

State: _____

County: _____

Subscribed and sworn to before me this _____ day of _____ 20__ by
the affiant, who personally appeared before me.

NOTARY PUBLIC SIGNATURE

My Commission expires: _____
(OFFICIAL STAMP)

Enclosed Fee Amount \$ _____ Money order/Certified Check # _____

**NCIA Board
1400 W. Washington, Suite B-8
Phoenix, AZ 85007**