



# CERTIFICATION CARD REPLACEMENT FORM

www.padi.com

## INSTRUCTIONS

Complete this form if one or more of the following apply:

- Your diver level certification card was lost.
- Your diver level certification card was damaged.
- You changed your name (include a copy of legal documentation of name change).
- You are upgrading from any junior level certification.
- You would like to replace your existing card with a NEW Project AWARE Edition Certification Card.

Please provide us with all pertinent information to the best of your knowledge. If you are unable to provide information in either section, please indicate the exact or approximate year of certification and level of certification.

The more information you provide, the quicker we can process your request.

If you have never received your initial certification card, contact either your PADI Instructor, Dive Center, Resort or PADI to obtain the proper form.

## REQUIRED ITEMS

- Please be sure to enclose one 4.5 cm X 5.7 cm / 1<sup>3</sup>/<sub>4</sub>" X 2<sup>1</sup>/<sub>4</sub>" photograph to be used on your certification card. (See Section 2A for details.)
- Certification information, and if available, any additional documentation and/or verification. (See Section 2B for details.)
- Payment (See Section 3 for details.)

**PLEASE INDICATE CARD TYPE.** If you do not indicate a card type, you will automatically receive a standard certification card.

**Project AWARE Card Special Offer**

You can receive a Project AWARE version of your certification card with a minimum donation.

**Standard PADI Card**

**PLEASE TYPE OR PRINT CLEARLY – PROVIDE ALL PERTINENT INFORMATION TO THE BEST OF YOUR KNOWLEDGE**

## SECTION 1 — Required

Certification No. \_\_\_\_\_

Instructor \_\_\_\_\_ PADI Instructor No. \_\_\_\_\_

Dive Center/Resort \_\_\_\_\_ Store No. \_\_\_\_\_

Level of Certification \_\_\_\_\_ Date or approximate year of certification (**mandatory to research records**) \_\_\_\_\_

Diver Name (as printed on original certification card) \_\_\_\_\_

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

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex:  Male  Female  
Day/Month/Year

**SECTION 2 —** Complete Section 2, Part A and B, **ONLY** if you are unable to enclose a copy of your PADI Validation Card. All PADI certification cards issued after 1980 included a PADI Validation Card.

**PART A** State and country where certified \_\_\_\_\_

Have you ever replaced your certification card?  Yes  No If yes, what year? \_\_\_\_\_

**PART B** Completion of this section is not required; however, this additional information will expedite the replacement of your certification card. This information is useful in circumstances where there is difficulty locating your records.

If available, submit a copy of one of the following along with this form (do not send original):

1. A signed and dated PADI temporary certification card.
2. A signed letter from the certifying instructor/dive center/resort (including date and level of certification, Instructor's name and number).
3. A copy of a signed PADI diploma.
4. A copy of your original certification envelope.
5. A copy of both sides of your original certification card

**OR**

Complete Box A or Box B on the next page, whichever applies.

Tape / Attach a  
4.5cm x 5.7 cm  
1<sup>3</sup>/<sub>4</sub>" x 2<sup>1</sup>/<sub>4</sub>"

Head and Shoulder Photo

**PRINT NAME ON  
BACK OF PHOTO**

Coin Machine Photos OK  
No Dark Glasses

**BOX A — To be used by original certifying instructor ONLY** Diver Name \_\_\_\_\_

_____	_____	_____
CERTIFYING INSTRUCTOR'S NAME (Please Print)	INSTRUCTOR NO.	DIVER'S CERTIFICATION LEVEL
_____	_____	_____
DIVE CENTER/RESORT NAME AND STORE NUMBER	ORIGINAL CERTIFICATION DATE <i>(Must include day/month/year.)</i>	INSTRUCTOR'S SIGNATURE

**BOX B — To be used by original dive center/resort ONLY if the certifying instructor cannot be contacted or is no longer with the dive center/resort.** Diver Name \_\_\_\_\_

The student's certification may be verified by either the facility owner, manager or another PADI Instructor (of the original store). The verifying person must attest that the original student records are on file with the Dive Center/Resort, as PADI may request that such records be supplied.

_____	_____
ORIGINAL CERTIFYING INSTRUCTOR'S NAME	INSTRUCTOR NUMBER
_____	_____
DIVER'S CERTIFICATION LEVEL	DIVER'S CERTIFICATION DATE <i>(Must include day/month/year.)</i>
_____	_____
DIVE CENTER/RESORT NAME	VERIFYING INDIVIDUAL'S NAME (Please Print)
_____	_____
VERIFYING INDIVIDUAL'S TITLE	VERIFYING INDIVIDUAL'S SIGNATURE

**SECTION 3 — CARD SELECTION AND PAYMENT**

**Complete Section A or B Below**

Cards processed through REGULAR processing will be mailed via First Class Mail.

Cards processed through PRIORITY processing will be processed within 2 working days after receipt of this application and will be mailed via First Class Mail, unless you specify choice of priority mail. If you choose this option, you must include your credit card number and expiration date, or a separate check sufficient to cover mailing costs.

Check here and fill in the blank if you wish to specify choice of priority mail service.

Mail Services \_\_\_\_\_

**PAYMENT METHOD** – See current price list for payment information.

Check    MasterCard    VISA

AMEX    Discover    JCB    Switch Issue No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Card No. \_\_\_\_\_

Cardholder Name \_\_\_\_\_ (Please Print)

Authorized Signature \_\_\_\_\_

**A Project AWARE Card\***

\*You can receive a Project AWARE version of your certification card **with a minimum donation.**

REGULAR Processing Fee + donation  
(See price list, minimal donation.)

PRIORITY (48 hour) Processing Fee + donation  
(See price list, minimal donation.)

**MAIL TO — YOUR PADI OFFICE**

For mailing information, see current price list or visit us on the web at [www.padi.com](http://www.padi.com).

**B Standard PADI Card**

REGULAR Processing Fee (See price list)

PRIORITY (48-hour) Processing Fee (See price list)

**PADI is not responsible for forms, copies or photos that are damaged, lost or delayed in the mail.**

**PLEASE ALLOW 3-4 WEEKS FOR THE PROCESSING OF YOUR CARD**

**Should additional information be necessary or a problem arise, you will be notified as soon as possible.**