



# REQUEST FOR DOCUMENT REPLACEMENT

ITA Customer Service  
800 - 8100 Granville Ave  
Richmond, BC V6Y 3T6  
Tel: 778-328-8700  
Fax: 778-328-8701  
Toll Free: 1-866-660-6011  
customerservice@itabc.ca

Please print clearly and return to the address noted above

This form is used to request a replacement for a lost, stolen or damaged certificate, wallet card, registration card or log book. It is also used to request a name change on one of these documents.

## A. Applicant's Information

ITA Individual ID #:		Program (Trade):	
Legal First Name:	Legal Middle Name (s):	Legal Last Name:	
Date of Birth (MM/DD/YYYY):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Suite Number:	Mailing Address:		
City:	Province:	Postal Code:	
Phone Number: ( )	Secondary Phone Number: ( )	Email:	
Certificate Number:		Issue Date:	

## B. Replacements Requested

- |   |         |   |         |
|---|---------|---|---------|
| <input type="checkbox"/> Certificate of Qualification Wall Certificate  | \$35.00 | <input type="checkbox"/> Sign Off Authority (SOA) Letter  | \$35.00 |
| <input type="checkbox"/> Certificate of Qualification Wallet Card       | \$35.00 | <input type="checkbox"/> Exemption Permit Letter  | \$35.00 |
| <input type="checkbox"/> Certificate of Apprenticeship Wall Certificate | \$35.00 | <input type="checkbox"/> Welder Wall Certificate  | \$35.00 |
| <input type="checkbox"/> Certificate of Apprenticeship Wallet Card      | \$35.00 | <input type="checkbox"/> Welder Registration Log Book   | \$35.00 |
|   |         | Attach two passport sized photos<br>Note: Only use when you need to replace certification(s) in your log book                                   |         |
| <input type="checkbox"/> Certificate of Completion - Foundation Course  | \$35.00 | <input type="checkbox"/> Blank Welder Log Book  | N/C     |
|   |         | Attach two passport sized photos  |         |
|   |         | <input type="checkbox"/> Supplementary Welder Log Book  | N/C     |
|   |         | Attach original Log Book and two passport sized photo<br>Note: Verification of Identity not required by ITA staff, Service BC or notary public. |         |

- Payment made by:
- Credit Card (receipt attached) \_\_\_\_\_ (Receipt Number)  
Credit card payment can be made online via the Forms & Fees page on the ITA website.  
If unable to pay online, phone ITA Customer Service.
- Cheque or money order (attached)
- Cash or debit (paid in person at ITA)

## C. Reason for Replacement (check one only)

<input type="checkbox"/> Certificate or wallet card is <u>lost</u> . Explain circumstances under which it was lost (print clearly):
<input type="checkbox"/> Certificate or wallet is known or believed to be <u>stolen</u> . Explain circumstances under which it was stolen, and include file number if a police report has been filed (print clearly):
<input type="checkbox"/> Certificate or wallet card is <u>damaged</u> . Return the damaged certificate or card with this application.
<input type="checkbox"/> Holder of certificate/wallet card has <u>legally changed name</u> . Provide original documentation of the name change with this application and return original certificate and/or card.

