



Authorization for Release of Certificate Copy

To release a copy of a certificate, written authorization is required from the sponsor, or party responsible for payment for the training certificate. To obtain authorization, please complete the following steps:

1. Complete part one of this form and then save the electronic document (.pdf formatted)
2. Email the saved copy to the sponsor so they may complete part two
3. Have the sponsor complete and save the electronic version and then email it back to you (.pdf)
4. Return to our website at <https://csregs.com/pages/certificate-requests>
5. Fill in the appropriate form and upload your signed authorization form (.pdf formatted)

*** Note: All authorizations are verified before issuance ***

Part One (Request for Authorization)

(To be completed by person requesting release authorization)

Your name : _____ Email : _____ Phone : _____

Purpose of request : New employer Personal records

Name of course on certificate : _____ Date on certificate (approx) : _____

Name on certificate: _____

Part Two (Authorization)

(To be completed by party who sponsored certified training)

Person authorizing release of certificate copy: _____ Title : _____

Email address of authorized person: _____ Contact phone : _____

Today's Date : _____ Sponsoring Company Name : _____

Does the name on the certificate indicated above match your records? Yes__ No __

Comments *(optional)*: _____

By completing the information above, and initialing below, you authorize the release of the named certificate of training for the course indicated and agree to provide verification of authorization if requested.

Please Initial Here: _____

Questions? Please contact us at (800) 711-2706