



## Duplicate/Replacement CFA® Charter

There is a US\$30 charge for duplicate/replacement CFA charters. \*This charge is waived only if the original is never received, if the charter is damaged in transit from CFA Institute to the charterholder, if it is damaged by fire or flood, or if your name is misspelled by our printing service.

### Payment Methods:

- Make check or money order in the amount of US\$30 payable to CFA Institute and mail with completed form to:  
 Registrations and Revenue  
 CFA Institute  
 PO Box 2082  
 Charlottesville VA 22902-2082
- CFA Institute only accepts Visa, MasterCard, American Express, JCB, and Diners Club. **(Discover or debit cards are *not* accepted.)** Completed and signed form may be mailed to the above address or faxed to +1 (434) 951-5240. **NOTE: For security purposes, please do not send the completed form electronically when paying by credit card.**

Print name as it appears on card: \_\_\_\_\_

Card Number:

Expiration Date:   /   (MM/YY)

Signature: **X** \_\_\_\_\_

You will receive a confirmation email when the order for the charter is submitted to the printer and the charter will be delivered within six weeks of the order date.

### Duplicate/Replacement CFA® Charter Request Form

Member ID#: \_\_\_\_\_

Charter Name: Your name will be printed on the charter as it appears in your CFA Institute online profile. Prefixes (Mr., Ms., Miss, Mrs., Dr.) and other designations are not printed. If you want your name printed differently, please submit the [Identification Information Change Request](#) along with this form.

Mail To: Charters are mailed to the preferred address. You may review and update your Personal Profile at <https://www.cfainstitute.org/pages/index.aspx>.

Name: \_\_\_\_\_  
*(Please print)*

**X** \_\_\_\_\_  
*(Please sign)*

### \*For a charter at no charge, please indicate why a replacement is requested:

- |   |   |
|---|---|
| <input type="checkbox"/> Charter Never Received           | <input type="checkbox"/> Name Misspelled by Printer                         |
| <input type="checkbox"/> Mailing Tube Damaged In Transit  | <input type="checkbox"/> No Damage to Tube, but Charter Is Creased/Wrinkled |
| <input type="checkbox"/> Charter Damaged by Fire or Flood |   |