

Duplicate/Replacement CIPM® Certificate

Personal Information

Certificate Name

Your name will be printed on the certificate as it appears in your CFA Institute online Personal 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](http://cfainstitute.org/forms/name_change.pdf) (http://cfainstitute.org/forms/name_change.pdf).

Name (please print)

CFA Institute ID #

Shipping Information

Certificates are shipped in a large mailer that may not fit in a home mailbox.

Please provide the **complete** address you prefer your certificate shipped. If the address is a business, include the company name. If your address is in China, include the District name to help ensure delivery.

BUSINESS OR BUILDING NAME

ADDRESS LINE 1

ADDRESS LINE 2

DISTRICT (IF APPLICABLE)

CITY

STATE OR PROVINCE

POSTAL/ZIP CODE

COUNTRY OR REGION

Request Type (Choose one)

Duplicate Certificate

There is a **US\$30** charge for duplicate CIPM certificates. This charge is waived only if the original is never received, if the certificate is damaged in transit from CFA Institute to the certificant, or if it is damaged by fire or flood.

For security reasons, please do not remit payment information with this form. An invoice will be sent to your preferred address on file once the certificate order has been submitted to the printer. Payment is due within 30 days of receipt of the invoice.

Replacement Certificate

***For a replacement certificate at no charge, please indicate why a replacement is requested:**

Certificate Never Received

Certificate Damaged by Fire or Flood

Mailer Damaged In Transit

No Damage to Mailer, but Certificate Is Creased/Wrinkled

You will receive a confirmation email once the order has been placed with the printer, and you should expect delivery within six weeks of the order date.