



## NRCAN NDTCB ADMINISTRATIVE SERVICES REQUEST FORM

This form is for existing Non-Destructive Testing (NDT), X-Ray Fluorescence (XRF) Analyzer Operator, and Exposure Device Operator (EDO) clients to update name, demographic and contact information and to request replacement documentation and/or additional administrative actions. Please read the form in its entirety in order to properly complete the form and choose the correct service and corresponding fee (if applicable). Please submit the signed and completed form to the Natural Resources Canada (NRCan) National Non-Destructive Testing Certification Body (NDTCB) for processing with applicable supplementary documentation. Incomplete documentation may lead to longer processing times.

### Client Information (required):

Title: Mr. Mrs. Ms. Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ NDTCB Registration #: \_\_\_\_  
YYYY MM DD

Name: \_\_\_\_/\_\_\_\_  
Surname (Last Name) Given Names

Former Name: \_\_\_\_/\_\_\_\_  
(If applicable) Former Surname Former Given Names

Email: \_\_\_\_ Mailing Address: \_\_\_\_

City: \_\_\_\_ Province: \_\_\_\_ Postal Code: \_\_\_\_

Telephone: \_\_\_\_ Fax: \_\_\_\_

### I am requesting (select all that apply):

#### 1. To update my information - no fee

Demographic/contact information as stated above

Name change

When updating the NDTCB with your new legal name, please ensure to provide supporting documentation (e.g., Copy of valid Canadian Government recognized photo ID complete with new name and signature; copy of marriage certificate/licence, etc.). Please ensure to indicate below whether you require a new NRCan NDTCB Photo ID card to be issued (fees will apply).

#### 2. Replacement Documentation - \$105.00

NRCan NDTCB Photo ID Card for (please specify): NDT XRF EDO

Reason (e.g., lost, stolen, name change, etc.): \_\_\_\_

Please note: Lost or stolen ID must be reported to local law enforcement. The NRCan NDTCB requires a copy of the report prior to issuing a replacement ID card.

NRCan NDTCB Declaration of Achievement (letter-sized paper declaration)

Copy of NRCan NDTCB Examination Admittance and Registration Form (if still valid)

Copy of official letter issued by NRCan NDTCB

Copy of official receipt issued by NRCan NDTCB

Copy of client-submitted information/documentation (as applicable/available)

#### 3. Additional Administrative Services - \$210.00

Copy of official client records with archival retrieval and review (as applicable/available)

Special correspondence (e.g., to other certification body or an employer on your behalf)

Other (please specify): \_\_\_\_

**Rationale/Additional Information (required):**

Provide a detailed rationale for your request and specific information regarding your request in the space below. (Include additional pages if required.) Please ensure to attach any applicable documentation to support your request/rationale.

**Delivery Information:**

I would prefer the requested documentation/information to be sent by:      Mail/Courier      Email      Fax

The NRCCan NDTCB will deliver the requested documentation/information by the preferred method as applicable/available.

I authorize the NRCan NDTCB to send the documentation/information requested on this form to the following recipient:  
(Complete the following information if you would like the requested documentation/information to be sent to a person other than yourself.)

Recipient Name: \_\_\_\_\_ / \_\_\_\_\_  
Surname (Last Name) Given Names

Employer: \_\_\_\_\_ Email: \_\_\_\_\_  
(If applicable)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing/Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Other Shipping Details: \_\_\_\_\_  
(E.g. building, room #, receiving information, etc.)



### Payment (if applicable):

Personal cheques are not accepted. Company cheques and/or money orders are payable to the "Receiver General for Canada". Government of Canada Acquisition Cards are not accepted by the NRCAN NDTCB. Payment from Other Government Departments should be made by inter-departmental FIS transactions. Payments may be made via fax or mail only. **Please do not submit credit card information by email.** Fees are non-refundable and non-transferable.

**Type of Payment:** Personal Credit Card Company Credit Card Company Cheque Money Order  
(Please check all that apply) Visa MasterCard Amex

Cardholder's Name: \_\_\_\_\_ Cardholder's Email: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ Amount \$: \_\_\_\_\_  
MM YY

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YYYY MM DD

### Attestation and Signature (required):

**Client:** I am requesting the selected services and I attest that the statements made by myself in this request are true and complete. I understand that if any of these statements are found to be untrue, this request may be rejected. I understand that the NRCAN NDTCB may conduct audits and investigations to verify the validity of the information in this request and that I will fully cooperate in providing any additional documentation and explanation as requested. By signing this request form, I agree to the terms of the certification program and authorize the NRCAN NDTCB to continue to disclose my name, city and province of residence and certification status as a supplementary mechanism of certification status verification.

#### Client's Signature

Client's signature MUST NOT exceed the inner limits of the signature box.

Name: \_\_\_\_\_

NDTCB  
Registration #: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YYYY MM DD

### Additional Information:

As requests are processed in arrival sequence, processing times may vary depending on the volume of requests received and are not guaranteed. Incomplete documentation or complexity of routine verifications and checks may also lead to longer processing times. Please allow two (2) working weeks for the NDTCB to properly process a request after it has been received by our office. Requests are reviewed and approved on a case-by-case basis and do not guarantee acceptance, nor do they set a precedence for additional requests. The NRCAN NDTCB makes all reasonable efforts to ensure that requests are completed as per service standard targets. Despite these efforts the occurrence of errors, omissions and delays cannot be completely ruled out and the NRCAN NDTCB is not responsible for any direct and indirect costs, expenses or delays which may arise.

**Privacy Policy:** The NRCAN NDTCB is committed to protecting your privacy whether you are an existing client or a new applicant. All personal information created, held, or collected by the Government of Canada is protected under the federal Privacy Act. Our office will ensure that collected personal information and any communications between the NDTCB and their clients or applicants are considered confidential, protected, and are for the exclusive use of the intended recipient to fulfill certification program requirements. Personal information is collected as stated in NRCAN's Info Source (PAA 3.1.2 – Materials and Certification for Safety and Security - Bank Number: NRCAN PPU 015), and the certified personnel's name, city and province of residence and certification status are made publicly available as a mechanism of effective certification status verification.