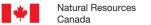




NRCAN NDTCB ADMINISTRATIVE SERVICES REQUEST FORM

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	n:// NDTCB Registration #:
Surname (Last Name)	Given Names
Former Name: Former Surnam	ne Former Given Names
,	
Email:	Mailing Address:
City:	Province: Postal Code:
Telephone:	Fax:
I am requesting (select all that apply):	
To update my information - no fee	
Demographic/contact information as si	tated above
Canadian Government recognized photo II Please ensure to indicate below whether y	legal name, please ensure to provide supporting documentation (e.g., Copy of valid D complete with new name and signature; copy of marriage certificate/licence, etc.). ou require a new NRCan NDTCB Photo ID card to be issued (fees will apply).
2. Replacement Documentation - \$90.00	
NRCan NDTCB Photo ID Card for (ple	ease specify): NDT XRF EDO
	, etc.):
Please note: Lost or stolen ID must be reprissuing a replacement ID card.	orted to local law enforcement. The NRCan NDTCB requires a copy of the report prior to
NRCan NDTCB Declaration of Achieve	ement (letter-sized paper declaration)
Copy of NRCan NDTCB Examination	Admittance and Registration Form (if still valid)
Copy of official letter issued by NRCar	n NDTCB
Copy of official receipt issued by NRC	an NDTCB
Copy of client-submitted information/de	ocumentation (as applicable/available)
3. Additional Administrative Services - \$180.	.00
Copy of official client records with arch	nival retrieval and review (as applicable/available)
Special correspondence (e.g., to other	certification body or an employer on your behalf)
Other (please specify):	



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PROTECTED (When Complete)



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:					
	ted documentation/information to bliver the requested documentation/infor	•			Fax ble.
	DTCB to send the documentation/information if you would like the requested				
Recipient Name:	Surname (Last Name)		Give	n Names	
Employer: If applicable) —————		Email: _			
Геlephone:		Fax: _			
Mailing/Shipping Address:					
Dity:	Province:		F	Postal Code: _	
Other Shipping Details: _ E.g. building, room #, rec	eiving information, etc.)				



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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 Car	d Compa	ny Credit Card	Company C	heque	Money Orde	er
(Please check all that apply)	Visa M	lasterCard	Amex				
Cardholder's Name:			Cardholder's Email:				
Card Number:			_ Expiry Date:	// M YY	Amount \$:		
Cardholder's Signature:				Date:	YYYY /	// 	DD D
Attestation and Signature	(required):						
Client: I am requesting the somplete. I understand that it the NRCan NDTCB may confully cooperate in providing a to the terms of the certification fresidence and certification	if any of these staten iduct audits and inve any additional docum on program and auth	nents are found estigations to ve entation and e eorize the NRC	d to be untrue, this erify the validity of t xplanation as reque an NDTCB to contil	request may be the information ested. By sign nue to disclose	e rejected. in this requing this reque my name,	I understand lest and that lest form, I ag	that I will gree
Client's Signature		_					
		Client's sign	ature MUST NOT e	exceed the inn	er limits of th	ne signature	box.
		Name:					
		NDTCB Registration	# :	Date:	//.	/	OD O

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.