

# Security Training Programs

## Certificate Replacement Form



To request a replacement training certificate, please complete the form below and attach a photocopy of one of the following types of valid government issued photo identification:

- BC or other Provincial Driver’s License or BC Identification Card
- Canadian passport
- Citizenship identification with photo
- Military or police identification
- Other government-issued photo identification

Replacement certificates are **\$38.59 GST Incl.** Please allow 14 business days from receipt of your request for processing.

Completed forms can be received in one of the following ways:

1. By mail to: Security Training Programs  
Justice Institute of British Columbia,  
715 McBride Blvd,  
New Westminster, BC V3L 5T4
2. By e-mail to: [securitytraining@jibc.ca](mailto:securitytraining@jibc.ca)

If you are submitting your application by e-mail, Security Training Programs will call to collect payment (credit card) upon receiving your request. If you are submitting your application by mail, you can choose to include a certified cheque/money order for \$38.59 or pay by credit card; do not send cash.

Personal & Contact Information			
<b>Last Name</b>		<b>First Name</b>	
<b>JIBC Student ID</b> <i>(if known)</i>		<b>Date of Birth</b> <i>(YY/MM/DD)</i>	
<b>Mailing Address</b> <i>(location where certificate will be mailed; must match address on ID)</i>			<i>Street Address, Unit #</i>
			<i>City, Province</i>
			<i>Postal Code</i>
<b>E-mail Address</b>		<b>Phone Number</b>	
<b>Certificate Requested</b>		<b>Payment Type</b>	
<b>OFFICE USE ONLY (DO NOT COMPLETE)</b>			
<b>Date Received</b>		<b>Payment Received</b>	
<b>ID Verified</b>		<b>Date Sent</b>	