



When to Submit a Certificate and Score Release Request Form

- ❑ You have lost or misplaced a certificate.
- ❑ You need a name change or correction.
- ❑ You need a record of your exam score and do not have a Class Number to create a User ID and Password.



General Information on Certificate and Score Release Requests

- ❑ There is a \$20 fee for a duplicate certificate. Standard processing time is 7 business days and the certificate is then sent via UPS ground (Note: Rush delivery, within 7 business days, is available for an additional \$15)
- ❑ We are unable to issue ServSafe Food Safety Certificates more than 5 years old and ServSafe Alcohol Certificates more than 3 years old.
- ❑ Certificates are sent via UPS ground (2nd Day Air for Rush orders) with a signature required, we cannot send to PO Boxes, APO, AE addresses, etc.
- ❑ Score Release Requests are free of charge, typically processed within 5 business days and the information is returned via fax to the number provided on the form.



How to Submit a Certificate and Score Release Request Form

- ❑ Go to www.ServSafe.com. Under the "ServSafe Food Safety" header click "For Students/Examinees" then click "Order Duplicate Certificates."
- ❑ Click on "Certificate and Score Release Request Form" to download or print the Certificate and Score Release Request Form (or call Fax on Demand at 1-800-246-0184 and request document number 210 to have the form faxed).
- ❑ Complete the form then fax (866-665-9570 or 312-583-9853) or mail it to Exam Administration.
- ❑ If faxing please call Exam Administration to confirm its' receipt.