Verification Order Form

For a third party to obtain a hard copy verification of certification document directly from the CBDCE National Office (and not through the online system), there is a $25 charge. Verification can be obtained online for active certificants at no charge using the CBDCE Online Verification System: www.cbdce.org/verify.

To obtain directly from CBDCE National Office:

1. Complete Verification Order Form and submit, along with fee or credit card information.
2. Send the form to: Attn: Verification, CBDCE, 1340 Remington Rd, Suite J, Schaumburg, IL 60173; fax: 847-228-8469.
   Note: Due to the existence of viruses and other technological issues, verification requests cannot be submitted via email.
   Please ensure all information is legible to avoid processing delays and allow up to 5 business days for processing after receipt.

Requestor Information:

Name: _____

Organization (required): _____

Phone: _____ Fax: _____

Requesting Verification for Active Certificant or Individual with Expired Certification:

Name: _____

Certification number or birthdate: _____ Expiration Date: _____

Individual's signature consenting release of verification information*:

_____ Date: _____

*Or include a signed "Consent to Release" form that is not more than one year old.

Method for Sending Verification - check one only:

Fax - Provide fax number and special instructions: _____

Mail - Provide full mailing address and any special instructions

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Payment Information

Order form fee is $25 per verification request. Indicate payment method and required information below.

Check or Money Order ENCLOSED (personal, corporate or cashier's check or money order, payable to CBDCE)

Credit card - complete the following:
Check one: VISA MasterCard American Express Discover

_____
Credit card mailing address, including city, state and zip code

_____ _____ _____
Account Number Expiration date Security code

_____
Name as it appears on card

_____ _____
Signature (credit card payments only) *By signing, I accept the charges for the verification requested.* Date

Questions? Contact the National Office P 847.228.9795 E info@cbdce.org v2_01/23