

For Office Use Only

Amount Paid \_\_\_\_\_

Initials \_\_\_\_\_



## Request for Certificate

You can order your Certificate in person, by fax, mail or by clicking 'Submit Form'

<b>First Name</b>	<b>Last Name</b>
<b>Student Number</b>	<b>Date of Birth</b>
<b>Street Address</b>	<b>City, Province, Postal Code</b>
<b>Phone Number</b>	<b>Email address</b>

### Type of Service:

Service	Cost	# of Copies
Replacement/Duplicate	\$26.25* (including GST) per copy	

### Program Name and Delivery Method:

<input type="checkbox"/> Program Name of Certificate: _____
<input type="checkbox"/> Date on Certificate: _____
<input type="checkbox"/> Pick up at JIBC Registration Office - 715 McBride Blvd, New Westminster, BC
<input type="checkbox"/> JIBC to mail to the Student/Organization via Canada Post
<input type="checkbox"/> (Provide Name and Address below):
<b>Name</b> _____ <b>Address</b> _____
_____
_____

### Payment Method

<input type="checkbox"/> Visa	<input type="checkbox"/> MC	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Credit Card Number	Expiry Date	CVV	

I hereby authorized the Justice Institute of British Columbia to release Certificate as outlined below, in Accordance with the JIBC Student Records Policy, and to charge me as outlined above.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

### For Internal Use Only

<b>Date Certificate Processed:</b>	<b>Certificate Processed by:</b>
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JIBC Registration Office | 715 McBride Blvd, New Westminster, BC V3L 5T4 | records@jibc.ca | Fax 604-528-5653