



Maryland Voluntary Fire Service Certification System  
 Maryland Fire Service Personnel Qualifications Board, Inc.  
 c/o Maryland Fire and Rescue Institute  
 University of Maryland  
 Building 199  
 College Park, Maryland 20742-6811

## Request for Replacement Certification Certificates

In compliance with the federal **Family Educational Rights and Privacy Act (FERPA)**, the Maryland Fire Service Personnel Qualifications Board, Inc. requires that requests for replacement certification certificates be submitted in writing to include name, social security number, address, and signature. Please allow a minimum of two weeks for processing. An administrative fee of \$5.00 will be assessed for each duplicate certificate requested. **The fee must be paid with a check or money order made payable to MFSPQB.** To request replacement certification certificates, please complete the form and remit payment to the address listed above. A valid signature is required for the release of your replacement certificates.

In the event that multiple certifications with the same title exist, only the most recent one will be sent. Certificates with concurrent IFSAC certification will be issued with the IFSAC certification number printed in place of the gold seal. For additional information, questions or concerns, contact (301) 226-9922, (301) 226-9926 or e-mail [certification@mfri.org](mailto:certification@mfri.org).

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Last Name/Suffix	First Name	M.I.
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Home Address: \_\_\_\_\_  
 Street Address/P.O. Box/Apt.

\_\_\_\_\_

City	State	Zip Code
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Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Example – Hazardous Materials Awareness	

**Replacement Certification Certificates requested: \_\_\_\_\_ X \$5.00 = Total: \_\_\_\_\_**

I certify this request is in compliance with the **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. §1232g; 34 CFR Part 99) and has not been made for any fraudulent purposes.

\_\_\_\_\_  
 Student Signature Date

For Office Use Only

Date Received: \_\_\_\_\_ Date Sent: \_\_\_\_\_ Initials: \_\_\_\_\_ Rev. 8/13