

*Center for Government  
Services*

Duplicate Certificate

Request Form

January 2015

To order a duplicate certificate for any program please complete the order form below and return it to:

Center for Government Services  
303 George Street, Suite 604  
New Brunswick, NJ 08901

Fax to: (732) 932-3586 or email: [cgs.rutgers.edu](mailto:cgs.rutgers.edu)

For more information about CGS, visit [www.cgs.rutgers.edu](http://www.cgs.rutgers.edu)

Name \_\_\_\_\_ Email \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Please send me the following Duplicate Certificate (s)

TITLE OF COURSE	SEMESTER	COST PER CERTIFICATE
_____	_____	\$10.00
_____	_____	\$10.00
_____	_____	\$10.00
		Total _____

Payment Method  Check  Visa  MasterCard  Discover  Amex

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Check or credit card information must accompany order. Please make check or voucher payable to Rutgers, The State University of New Jersey. There is a \$25.00 fee for all returned checks.