



There is a US\$30 charge for duplicate/replacement CIPM certificates. This charge is waived only if the certificate is damaged in transit from the printer to the certificate holder, if it is damaged by fire or flood, or if your name is misspelled by our printing service.\* You should receive the duplicate/replacement certificate within six weeks from the date CFA Institute receives your request.

**Payment Methods:**

- Make check or money order in the amount of US\$30 payable to CFA Institute and mail with completed form to:

Registrations and Revenue  
CFA Institute  
PO Box 3638  
Charlottesville VA 22903-0638

- CFA Institute only accepts Visa, MasterCard, American Express, JCB, and Diners Club. **(Discover or debit cards are not accepted.)** Completed and signed form may be mailed to the above address or faxed to 434-951-5240. **NOTE: For security purposes, please do not send completed form electronically when paying by credit card.**

Name as it appears on card: \_\_\_\_\_

Card Number:

Expiration Date:  /  (MM/YY) Signature \_\_\_\_\_

**Duplicate/Replacement CIPM Certificate Request Form**  
(Please type or print legibly)

Certificate Name: Your name will be printed on the certificate as it appears in your CFA Institute online profile. Prefixes (Mr., Ms., Miss, Mrs., Dr.) and other designations are not printed, including CFA. If you want your name printed differently, please submit the [Identification Information Change Request](#) along with this form.

Member #: \_\_\_\_\_

Certificate #: \_\_\_\_\_

Certificate Date: \_\_\_\_\_

Mail To: Certificates are mailed to the preferred address. You may review and update your Personal Profile at <http://www.cfainstitute.org/memresources/members/index.html>.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

\*For a replacement certificate at no charge, please indicate why a replacement is requested:

- Mailing Package Damaged In Transit Causing Damage to Certificate
- Mailing Package **Not Damaged**, but Certificate Is Creased/Wrinkled
- Name Misspelled
- Certificate Never Received