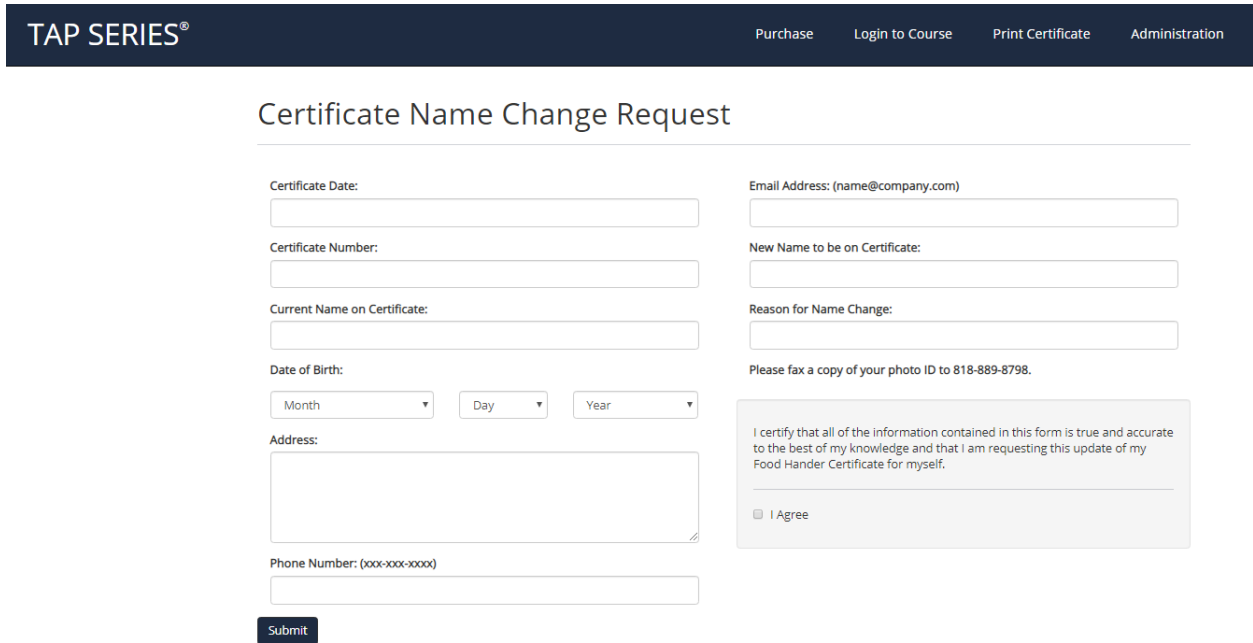


How to Request a Correction or Change of Information on a Course Certificate

1. [Click here](#) to navigate to the Certificate Name Change Request form. The page looks as follows.



The screenshot shows a web interface for a 'Certificate Name Change Request'. At the top, there is a dark blue navigation bar with the 'TAP SERIES®' logo on the left and links for 'Purchase', 'Login to Course', 'Print Certificate', and 'Administration' on the right. Below the navigation bar, the title 'Certificate Name Change Request' is centered. The form is organized into two columns. The left column contains fields for 'Certificate Date', 'Certificate Number', 'Current Name on Certificate', 'Date of Birth' (with dropdowns for Month, Day, and Year), 'Address', and 'Phone Number: (xxx-xxx-xxxx)'. The right column contains fields for 'Email Address: (name@company.com)', 'New Name to be on Certificate', and 'Reason for Name Change:'. Below these fields, there is a text instruction: 'Please fax a copy of your photo ID to 818-889-8798.' A light gray box contains a certification statement: 'I certify that all of the information contained in this form is true and accurate to the best of my knowledge and that I am requesting this update of my Food Handler Certificate for myself.' Below this statement is a checkbox labeled 'I Agree'. A dark blue 'Submit' button is located at the bottom left of the form.

2. Fill out and submit the form. Do not forget to fax a copy of your photo ID to 818-889-8798; the request cannot be completed without all the relevant information.
3. Following the processing of your request, a corrected certificate will be sent to your email address.