



# CERTIFICATE, VERIFICATION LETTER, AND TRANSCRIPT ORDER FORM

OFFICE USE ONLY

NAME \_\_\_\_\_ NCRA MEMBER NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT FROM ADDRESS ABOVE) \_\_\_\_\_

**Please check each item you would like to receive and add the total costs.  
Please allow 3-5 business days to process and mail your request.**

### TRANSCRIPT

Choose	Cost	Qty.
<input type="checkbox"/> Official NCRA transcript	\$ 30.00 ea.	

### CERTIFICATES

(Available for current NCRA members only)

Choose	Cost	Qty.
<input type="checkbox"/> RSR certificate	\$ 45.00 ea.	
<input type="checkbox"/> RPR certificate	\$ 45.00 ea.	
<input type="checkbox"/> RMR certificate	\$ 45.00 ea.	
<input type="checkbox"/> RDR certificate	\$ 45.00 ea.	
<input type="checkbox"/> CRR certificate	\$ 45.00 ea.	
<input type="checkbox"/> CRC certificate	\$ 45.00 ea.	
<input type="checkbox"/> CLVS certificate	\$ 45.00 ea.	
<input type="checkbox"/> CRI certificate	\$ 45.00 ea.	
<input type="checkbox"/> CPE certificate	\$ 45.00 ea.	
<input type="checkbox"/> CMRS certificate	\$ 45.00 ea.	
<input type="checkbox"/> Realtime Systems Administrator certificate	\$ 45.00 ea.	
<input type="checkbox"/> Trial Presentation Professional certificate	\$ 45.00 ea.	

### VERIFICATION LETTERS

\$25.00 for first letter - additional letters \$10.00 each Qty.

#### Select all that apply

- RSR
- RPR
- RMR
- RDR
- CRR
- CRC
- CLVS
- CRI
- CPE
- CMRS
- Realtime Systems Administrator
- Trial Presentation Professional

### RUSH FEE

Choose	Cost
<input type="checkbox"/> Do you need in less than 3-5 business days?	\$30.00 ea.

**Grand total** \$

### PAYMENT

Select payment type:  Visa  MasterCard  American Express  Discover  
 Check *Payable to NCRA in U.S. funds. Returned checks will be charged an additional \$30.*

CARDHOLDER NAME \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### SUBMIT TO NCRA

Please save the completed form and send via: Email: [testing@ncra.org](mailto:testing@ncra.org) Fax: 703-391-0629  
Mail: National Court Reporters Association, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

**QUESTIONS?** Please email [testing@ncra.org](mailto:testing@ncra.org) or call 800-272-NCRA.