



## **DUPLICATE CREDENTIALS REQUEST FORM (609)**

To obtain a duplicate of your Refrigerant Recovery and Recycling certificate and wallet card, please submit this form by **fax or mail** along with payment to the information below. **Please allow 3 – 4 weeks for ASE to process and mail your credentials once confirmed.**

**ASE- 609 Credential Reprints  
1503 Edwards Ferry Rd. NE, Ste. 401  
Leesburg, VA 20176  
Fax (703) 669-6123**

Name\_\_\_\_\_

Address\_\_\_\_\_

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

Last 4 Digits of SSN\_\_\_\_\_ ASE ID Number\_\_\_\_\_  
(example: ASE-0000-0000 if known)

Date of Birth (M/D/Y)\_\_\_\_\_ Daytime Phone Number (w/ area code)\_\_\_\_\_

Email Address\_\_\_\_\_

**Duplicate credentials cost \$12.00 per person. Please indicate your method of payment. ASE is required to collect sales tax on applicable purchases in AK, AR, AZ, CA, CO, FL, GA, HI, IA, IL, IN, LA, MA, MD, ME, MI, MN, NC, NE, NJ, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI, WV & WY.**

Check\_\_\_\_\_ Money Order\_\_\_\_\_ Visa\_\_\_\_\_ MasterCard\_\_\_\_\_ Discover\_\_\_\_\_ American Express\_\_\_\_\_

Credit Card Number\_\_\_\_\_

Expiration Date (month/year)\_\_\_\_\_ Zip Code\_\_\_\_\_

Name of Cardholder (please print)\_\_\_\_\_

Signature of Cardholder\_\_\_\_\_