

# LOST CARD REPLACEMENT FORM

If you have lost or misplaced your card, we can reprint it for you. We will research your certification and mail the replacement card to the address you provide below, or you may choose to pick up your card in person. This service is only for those who attended a class with an Augusta Technical College Training Center Instructor.

1. Complete the form below so that we can research your training records.
2. Return the **form** and **payment** in person to **Student Accounts in Building 100** or by mail to:

Student Accounts  
Building 100  
Augusta Technical College  
3200 Augusta Tech Drive  
Augusta, GA 30906

Replacement Fee is \$25 per card  
Check, cash, money order,  
or credit card (MasterCard, Visa, Discover)  
Make payable to Augusta Technical College

3. Your card will be mailed to you within 5 business days after we receive payment unless you pick up your card in person. No cards will be reprinted without receipt of payment.

<b>Today's Date</b>				
<b>Name (as on your original card)</b>				
<b>Street Address</b>				
<b>City, State, Zip</b>			<b>Phone Number</b>	
<b>Indicate card(s) to be replaced:</b>				
Check card(s) to be replaced	Class Date	Location of Class	Who Was Your Instructor?	Fee
<input type="checkbox"/> HeartSaver First Aid (HSFA)				\$25
<input type="checkbox"/> BLS				\$25
<input type="checkbox"/> PALS				\$25
<input type="checkbox"/> ACLS				\$25
<b>Choose ONE – How do you want to receive you card:</b>				
<input type="radio"/> I will <u>PICK UP</u> my card in <u>5</u> business days from the AHA Office in Building 600 <p style="text-align: center;"><u>AHA Office Hours:</u> Monday – Thursday 8 am – Noon Friday 8 am – 11:30 am</p> <input type="radio"/> <u>MAIL</u> card to me at the address I provided above				

**Questions may be directed to:**

Karla Brown, AHA Administrative Assistant, 706-771-5702 or [karla.brown@augustatech.edu](mailto:karla.brown@augustatech.edu)

<b>Office Use Only</b>	Received by SA:	Received by CTC:	Card mailed:	Revised Nov 14, 2017
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