



NRCAN NDTCB ADMINISTRATIVE SERVICES REQUEST FORM

This form is for existing Non-Destructive Testing (NDT), X-Ray Fluorescence (XRF) Analyzer Operator, and Exposure Device Operator (EDO) clients to update name, demographic and contact information and to request replacement documentation and/or additional administrative actions. Please read the form in its entirety in order to properly complete the form and choose the correct service and corresponding fee (if applicable). Please submit the signed and completed form to the Natural Resources Canada (NRCAN) National Non-Destructive Testing Certification Body (NDTCB) for processing with applicable supplementary documentation. Incomplete documentation may lead to longer processing times.

Client Information (required):

Date of birth: ____ / ____ / ____ NDTCB Registration #: _____
 YYYY MM DD

Name: _____ / _____
 Surname (Last Name) Given Names

Former Name: _____ / _____
(If applicable) Former Surname Former Given Names

Email: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

I am requesting (select all that apply):

1. To update my information - no fee

- Demographic/contact information as stated above
- Name change

When updating the NDTCB with your new legal name, please ensure to provide supporting documentation (e.g., Copy of valid Canadian Government recognized photo ID complete with new name and signature; copy of marriage certificate/licence, etc.). Please ensure to indicate below whether you require a new NRCAN NDTCB Photo ID card to be issued (fees will apply).

2. Replacement Documentation - \$115.00

NRCAN NDTCB Photo ID Card for (please specify): NDT XRF EDO

Reason (e.g., lost, stolen, name change, etc.): _____

Please note: Lost or stolen ID must be reported to local law enforcement. The NRCAN NDTCB requires a copy of the report prior to issuing a replacement ID card.

- NRCAN NDTCB Declaration of Achievement (letter-sized paper declaration)
- Copy of NRCAN NDTCB Examination Admittance and Registration Form (if still valid)
- Copy of official letter issued by NRCAN NDTCB
- Copy of official receipt issued by NRCAN NDTCB
- Copy of client-submitted information/documentation (as applicable/available)

3. Additional Administrative Services - \$225.00

- Copy of official client records with archival retrieval and review (as applicable/available)
- Special correspondence (e.g., to other certification body or an employer on your behalf)
- Apply for CGSB Ultrasonic Testing Phased Array (UT-PA) Level 2 Technique Certification

Please Note: See "UT-PA Rules of Implementation and Application Guide" in the NRCAN NDTCB website for more details. If you do not currently hold both valid ISO 9712 Phased Array Testing Certification AND NRCAN NDTCB UT2 EMC certification, refer to the application process for initial candidates.

Other (please specify): _____

