



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 Info	ormation (required):						
Title: Mr.	Mrs. Ms. Date of birth:	/	/	ND	ΓCB Registration #	:	
Name:	Surname (Last Name)	/_			Given Names		
			,				
(If applicat	ame: ble) Former Surname)	./	F	Former Given Name	es	
Email:		Mailing	Address:				
		Walling	/ (ddi 055				
City:		Province:			Postal Code	:	
Telephone	:		Fax:				
	esting (select all that apply):						
	date my information - no fee						
De	emographic/contact information as sta	phic/contact information as stated above					
Wh Car	ime change nen updating the NDTCB with your new le nadian Government recognized photo ID tease ensure to indicate below whether yo	complete with new urequire a new NR	name and s Can NDTC	signature; co _l 3 Photo ID ca	py of marriage certif ard to be issued (fee	icate/licence, etc.). es will apply).	
2. Repla	cement Documentation - \$105.00						
NF	RCan NDTCB Photo ID Card for (plea	se specify):	NDT	XRF	EDO		
	ason (e.g., lost, stolen, name change, o						
	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.						
NR	Can NDTCB Declaration of Achiever	nent (letter-sized	paper decl	aration)			
Cop	Copy of NRCan NDTCB Examination Admittance and Registration Form (if still valid)						
Cop	py of official letter issued by NRCan I	NDTCB					
	Copy of official receipt issued by NRCan NDTCB Copy of client-submitted information/documentation (as applicable/available)						
3. Additi	onal Administrative Services - \$210.0	0					
Co	Copy of official client records with archival retrieval and review (as applicable/available)						
Sp	Special correspondence (e.g., to other certification body or an employer on your behalf)						
Ар	Apply for CGSB Ultrasonic Testing Phased Array (UT-PA) Level 2 Technique Certification						
If y	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.						
Oth	her (please specify):						



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Rationale/Additional Information (required):

Provide a detailed rationale for your request and specific information regarding your request in the space below. (Include additional pages if required.) Please ensure to attach any applicable documentation to support your request/rationale.

Delivery Information: would prefer the requested documentation/information to be set the NRCan NDTCB will deliver the requested documentation/informat	-			Fax ble.
authorize the NRCan NDTCB to send the documentation/infor Complete the following information if you would like the requested documentation.				
Recipient Name:Surname (Last Name)	/	Giver	Names	
Employer: If applicable)	_ Email:			
Telephone:	Fax:			
Mailing/Shipping Address:				
City: Province:		P	ostal Code:	
Other Shipping Details:				

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PAYMEN	Г (if applicable): S	Secure Electronic P	ayment System
Paid by:	Applicant	Company	
Send Payı	ment link and recei	pt to: NAME:	EMAIL:
individualizer metho Personal of Payment f	zed payment link to d and level. cheques are not ac from Other Govern	o our secure online p cepted. Governmen ment Departments s	receive an email from the NRCan NDTCB providing you with the payment system to pay for your application fee and exam processing fees to f Canada Acquisition Cards are not accepted by the NRCan NDTCB. hould be made by inter-departmental FIS transactions. Please do not submit fundable and nontransferable.
after comp NDTCB vi payment in	oletion, verification, a email once paym nformation, we ask	and NRCan approversion and NRCan approversion and the second second and the second sec	e or guarantee the application process. Admittance forms are issued only all of application. It is the applicant's responsibility to inform the NRCan each application submitted to avoid delays in the processing. To protect ment via our secure electronic payment system. If you have any questions, can-rncan.gc.ca.
Attestatio	on and Signature (required):	
complete. the NRCar fully coope to the term	I understand that in NDTCB may concerate in providing and of the certification.	f any of these staten duct audits and inve ny additional docum n program and auth	I I attest that the statements made by myself in this request are true and nents are found to be untrue, this request may be rejected. I understand that stigations to verify the validity of the information in this request and that I will entation and explanation as requested. By signing this request form, I agree orize the NRCan NDTCB to continue to disclose my name, city and province nentary mechanism of certification status verification.
Client's Si	ignature		
			Client's signature MUST NOT exceed the inner limits of the signature box. Name:

Additional Information:

As requests are processed in arrival sequence, processing times may vary depending on the volume of requests received and are not guaranteed. Incomplete documentation or complexity of routine verifications and checks may also lead to longer processing times. Please allow two (2) working weeks for the NDTCB to properly process a request after it has been received by our office. Requests are reviewed and approved on a case-by-case basis and do not guarantee acceptance, nor do they set a precedence for additional requests. The NRCan NDTCB makes all reasonable efforts to ensure that requests are completed as per service standard targets. Despite these efforts the occurrence of errors, omissions and delays cannot be completely ruled out and the NRCan NDTCB is not responsible for any direct and indirect costs, expenses or delays which may arise.

Privacy Policy: The NRCan NDTCB is committed to protecting your privacy whether you are an existing client or a new applicant. All personal information created, held, or collected by the Government of Canada is protected under the federal Privacy Act. Our office will ensure that collected personal information and any communications between the NDTCB and their clients or applicants are considered confidential, protected, and are for the exclusive use of the intended recipient to fulfill certification program requirements. Personal information is collected as stated in NRCan's Info Source (PAA 3.1.2 - Materials and Certification for Safety and Security - Bank Number: NRCan PPU 015), and the certified personnel's name, city and province of residence and certification status are made publicly available as a mechanism of effective certification status verification.