



## *Replace a Lost Certificate*

- Jones Institute can replace a certificate. The cost is \$15.00 per certificate.
- To replace a certificate please contact us via email at [info@jiscs.com](mailto:info@jiscs.com) or by calling the office at 760-942-0647.

Please have the following information ready:

- Complete Name (at time of course)
  - Name of Course Completed
  - City and State where course was taken
  - Course Dates (Minimum required is the year course was taken)
- The certificate must be paid for before it can be sent.  
Jones Institute accepts checks, money orders, Visa, MasterCard and Discover.
  - Jones Institute can fax a copy to you before we mail it out, just let us know at the time you order the replacement certificate.
  - Replacement certificates are verified before being processed and are signed by the Director of the Jones Institute.
  - Replacement certificates are mailed out within 3 business days of the order. However, they usually go out sooner than that and are sent regular first class U.S.P.S. mail.

Thank You