**Reissuance of a Certificate**

This is a request is for reissuing a certificate:-

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|  | Training Course Name |
| From / / to / /  | Course Duration (Dates) |
| Please highlight | External Partner | CTC | Training Course Organized by |
|  | Name of the Organizing Partner |
|  | Trainee Name (as in the certificate) |

Reason for the reissuing the certificate:-

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| 1. **CTC Related Issues:**
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| Typo | 1 |
|  Damaged while printing | 2 |
| Damaged while handling (Original damaged certificate must be provided) | 3 |

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| 1. **Lost certificate within the premise of the CTC**
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| (A report must be prepared by the CTC employee and no originals required) |

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| 1. **Certificate required by a client (partner or end client): JOD5 must be paid**
 |
|      1- A new certificate instead of damaged one |
|      2- Certificates with a different language |

Name and Signature of the Applicant:

Date:

Please send the filled form to this email address: ctc@gju.edu.jo