



# Illinois Certification Board, Inc.

db/a Illinois Alcohol & Other Drug Abuse Professional Certification Association Inc.

Lawrence Dunbar, CAADC, President, Board of Directors, Chris Boyster, Executive Director  
401 East Sangamon Avenue - Springfield, IL 62702 (217)-698-8110

## RUSH ORDER VERIFICATION REQUEST

(FOR ACTIVE CREDENTIALLED MEMBERS ONLY)

FOR

(Check One Only)

Verification of Extension Letter

Credential Verification

Check if new address (if this box is checked your address will be updated and all future correspondence will be mailed to that address)

Name \_\_\_\_\_

Credential Number \_\_\_\_\_

Address \_\_\_\_\_

Credential Level \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Birth Date \_\_\_\_\_

If requesting the letter to be scanned and emailed please provide:

Email Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

If requesting the letter to be mailed, please provide:

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

### RUSH ORDER FEE \$25.00

The letter of verification will be processed within 48 hours of processing your credit card. In order to verify an extension, you must have paid the recertification fee and paid for an extension.

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_ (three-digit number listed near the signature line on the back of the credit card)

Name on Card \_\_\_\_\_

Phone Number \_\_\_\_\_

### CREDIT CARD BILLING

ADDRESS \_\_\_\_\_

This request form is for rush orders only, all current credentialed members can request a credential verification at no cost by calling the ICB office directly. Please allow 7 to 10 business days for processing a no rush request.

**To Protect the Public by providing competency based credentialing of Human Service Professionals**

WEBSITE: [www.IAODAPCA.ORG](http://www.IAODAPCA.ORG) EMAIL: [INFO@IAODAPCA.ORG](mailto:INFO@IAODAPCA.ORG)





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Please note, a 3.75% service charge will be added to all credit/debit card transactions.

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