



ServSafe® Examination Request Form

The most current version of this Form is available at www.ServSafe.com.

Please verify you are using the current Request Form prior to submitting your request. Last revised, June 2009.

PLEASE PRINT CLEARLY

- To order Examinations, you must be a Registered Instructor or Proctor. Please fax your request toll-free to 866.665.9570 (312.583.9853 local direct fax number), then call the National Restaurant Association Exam Administration Department at 800.765.2122 (312.715.1010) ext. 5908, to verify that it has been received. *Please do not mail your request after faxing it!*
- Examinations may be ordered through www.ServSafe.com up to four business days prior to Examination Date by going to the Instructor Resource Center, then clicking "Order Print-Based Exam." A User ID and Password are required.
- The Instructor Resource Center contains all forms and applications needed.

Section 1 – Class Information

Date Request Sent to the Association		Organization Name	
Organization Address			
Exam Date/Time		Location of Examination Administration Site (e.g., State, Province, or Country)	
Proctor Name and Identification Number (Required Field)		Contact Name (if different from Instructor/Proctor)	
Email		Email	
Work Telephone	Fax	Work Telephone	Fax
Home Telephone		Home Telephone	

Section 2 – Mailing Address and Person for Examinations

Mailing Address and Person for Certificates

Name	Name
Mailing Address (no P.O. boxes, APO, AE, etc.)/Suite #	Mailing Address
City/State/ZIP	City/State/ZIP
Telephone	Telephone

Section 3 – Shipping Information

Shipping is free when Examinations are ordered nine business days or earlier to the exam date. Any orders placed eight business days or less of the exam date require a credit card for the cost of shipping. The Association ships via UPS and a signature is required for delivery. Note: Business days refer to Monday–Friday and do not include any federal holidays. Orders shipped UPS Next Day or 2nd Day Air may not be delivered until 7:00 p.m.

Credit Card Number	Security Code	Type of Credit Card	Exp. Date
Name on Credit Card (please print)		Cardholder's Signature	

Section 4 – Examination Request

Please indicate the language and number of **ServSafe Examinations** you need (foreign language examinations are bilingual):

<input type="checkbox"/> English _____	<input type="checkbox"/> Spanish _____	<input type="checkbox"/> Korean _____	<input type="checkbox"/> Chinese _____
<input type="checkbox"/> Instructor _____	<input type="checkbox"/> Japanese _____	<input type="checkbox"/> Large Print _____	<input type="checkbox"/> French Canadian _____

Reminder: Examination Answer Sheets do not accompany the examination booklets. Examination Answer Sheets or textbooks with Examination Answer Sheets must be purchased prior to testing by contacting the Association's Customer Service Department at 800.765.2122, ext. 5913. All examinees must have Examination Answer Sheets.

