



Contact LOMA:

General Phone:

1-800-ASK-LOMA,
Option 1

1-800-275-5662,
Option 1

1-770-984-3761

Website:

www.loma.org

Email:

education@loma.org

How to Request Replacement Awards

Use this form to order replacement awards for LOMA designation and certificate programs. Awards are printed with names as they appear in the student's record. Awards take 8–10 weeks for delivery.

1. Download this order form. You can fill it in onscreen and print it, or print it first and then complete it by hand.
2. For each student needing a replacement award or awards, fill in the student ID number and the student's name **exactly** as it should appear on the award.
3. Please choose the reason for ordering each replacement award.
 - Award misprinted (within six months of issue) — No Charge
Please Note: A copy of the award may be requested to confirm the misprint
 - Received damaged award (within six months of issue) — No Charge
 - Never received award (within six months of issue) — No Charge
 - All other reasons, including name changes — \$35 Charge
4. Fill in the mailing information and, if necessary, method of payment and payment information.
5. **For express shipping of a US/Canada request and for all International requests, please include the Express/Intl Fee in your payment.**
6. Mail or fax the completed form and payment for all replacement awards ordered to

Attn: Replacement Awards
Office of the Registrar
LOMA
6190 Powers Ferry Road, Suite 600
Atlanta, GA 30339-8443 USA

Fax: 770-984-6415

Call the Registrar's Office at 770-984-3761 or email to education@loma.org if you have any questions.



Replacement award information

Please provide student name **exactly** as it should appear on award.

Student 1

LOMA Test ID	Student name
Award(s) to be replaced	Reason for replacement

Student 2

LOMA Test ID	Student name
Award(s) to be replaced	Reason for replacement

Student 3

LOMA Test ID	Student name
Award(s) to be replaced	Reason for replacement

Student 4

LOMA Test ID	Student name
Award(s) to be replaced	Reason for replacement

Mail replacement awards to

Name		Title	
Your company's LOMA Organization number		Company name	
Company address			
City	State or province	Country	Postal or ZIP code
Phone number	Fax	Email address	

Method of payment

Calculate total fees.

Replacement award fee (per request)	\$35
Express/Intl shipping fee	\$35
Total amount due	

Choose method of payment.

Check	Money order	<i>Make check or money order payable to LOMA in U.S. funds.</i>		
Visa	Mastercard	AMEX	Expiration date	Security code
Card number				
Cardholder name				
Cardholder signature				

Return completed form by mail or fax to:
 LOMA's Office of the Registrar
 6190 Powers Ferry Road
 Suite 600
 Atlanta, GA 30339-8443 USA
 Fax: 770-984-6415

[Print Form](#)