



Student Information Update

This form is to update information in your student records, upgrade from a Junior to an adult certification, or to convert your paper file to electronic record if you were certified before 2001. We ask before submitting form that you try using the lost password even if you have never had one issued. If you are successful you can update information via student online file. If you cannot verify certification or use lost password on our online site, submit this form with all sections filled out. Once updated you will receive an e-mail with User ID and Password. If at that time you would like a hard card you will be able to order it from your file. Please know that if you are trying to update a name you will need to submit proof of name change.

Please do not call without first completing and submitting this form.

Your Current Contact Information

FIRST NAME	MIDDLE INITIAL	LAST NAME	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH (MM/DD/YYYY)
STREET ADDRESS OR PO BOX (LINE 1)		ADDRESS (LINE 2)		
CITY	STATE/DISTRICT/PROVINCE	ZIP/POSTAL CODE	COUNTRY	
MOBILE PHONE NUMBER		HOME PHONE NUMBER		
BUSINESS PHONE NUMBER		E-MAIL ADDRESS		

Your Contact Information at Time of Training *(List Only if Different From Above)*

FIRST NAME	MIDDLE INITIAL	LAST NAME	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH (MM/DD/YYYY)
STREET ADDRESS OR PO BOX (LINE 1)		ADDRESS (LINE 2)		
CITY	STATE/DISTRICT/PROVINCE	ZIP/POSTAL CODE	COUNTRY	
MOBILE PHONE NUMBER		HOME PHONE NUMBER		
BUSINESS PHONE NUMBER		E-MAIL ADDRESS		

Course Information *Supply as much information as you can*

<input type="checkbox"/> OPEN WATER (OR JR O/W)	<input type="checkbox"/> RESCUE	COMPLETION DATE (APPROXIMATE OR EXACT)	
<input type="checkbox"/> ADVANCED OPEN WATER	<input type="checkbox"/> SPECIALTY: _____	<input type="checkbox"/> OTHER: _____	
INSTRUCTOR NAME	DIVE CENTER NAME	TRAINING LOCATION	

Instructions

- If this form originally opened in a web browser window, save it to your hard drive and re-open it in Adobe Acrobat (version 8.0 or higher).
- Complete this form in Acrobat, applying a digital signature where indicated.
- E-mail the completed form, along with the attachments listed to the right, to admin@naseworldwide.org.
- The more information you can supply, either on this form in an attachment, the faster we can find your records. Scan and save attachments in JPEG, TIFF or PDF format.

Please Note: NASE implemented an electronic record keeping system in early 2001 to help instructors prevent the loss of records. Copies of Records submit by Instructors prior to 2001 are in a paper archive and may be difficult to locate. NASE Worldwide is not responsible for any certifications that are not in our database or archive. If your certification was before the implementation of electronic record keeping system, we are unable to process your request unless you provide proof of certification such as copy of certification card, diploma or at the request of your original NASE instructor. You will need to complete this form to begin the process, and submit proof of certification (request without these items will be returned).

Keep in mind that if you were certified over 5 years ago (if you dive on a regular basis) or have not dived in more than a year, it is industry practice to participate in a scuba refresher course, available at your local dive center.

Attachments to Include (*denotes required)

- A digital photo*. The photo must be:
 - In color
 - Taken with sufficient lighting that has no shadows
 - A recent picture taken within the last six (6) months
 - One in which your body is oriented vertically, not horizontally
 - One in which you are alone in the picture with no one else visible
 - One in which you are looking forward with your eyes open and have a neutral facial expression.
 - One in which we can clearly see your head and shoulders, with space around your head.
 - One in which you are not wearing hats or head covering (unless those items are worn daily for religious purposes, and in such cases those items must not obscure any facial features)
 - One in which you are not wearing eyeglasses or sunglasses
- Documentation of any legal name change (i.e., marriage certificate, etc.)
- A copy of both sides of your original certification card
- A copy of any wall certificates you were issued showing certification

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