



National Council for Interior Design Qualification

2012 Annual Renewal Payment Form

INSTRUCTIONS:

1. Please print clearly to ensure accurate processing.
2. Use this form to pay for your Annual Certificate Renewal by mail. Please note: there is an additional \$10 processing fee if you do not pay via our online system. You can avoid this surcharge by logging in to your MyNCIDQ account and completing your transaction there.
3. NCIDQ must receive your payment by the due date in your email notice or your account will become inactive, and there is a fee to reinstate it.
4. Once we have processed your payment, you will receive an email confirmation. Please ensure your email address is current in your account so that you do not miss any reminders. We are not responsible for incorrect or misdelivered mail. We recommend that you add "info@ncidq.org" to your safe senders list.
5. Submit this form and your check to NCIDQ by mail (address below) by the deadline or fax it with your credit card information to (202) 721-0221.

PERSONAL INFORMATION

NCIDQ respects your privacy. We will protect your confidential information. Please go to www.ncidq.org to review our full privacy policy.

Name _____ Certificate No. _____
FIRST MIDDLE LAST

Primary Address _____

City _____ St/Prov _____ ZIP/PC _____

Phone _____ Email address _____

RENEWAL FEES

2012 Annual Certificate Renewal.....	\$55.00
Processing Fee for offline payments	\$10.00
Reinstatement Fee if applicable (# of years in arrears X \$55)	\$ _____
TOTAL DUE (all payments in U.S. dollars)	\$ _____

PAYMENT

All payments must be made in US dollars. Make checks payable to NCIDQ and mail to Annual Renewal, NCIDQ, 1602 L Street NW, Suite 200, Washington, DC 20036. We accept Visa, MasterCard, American Express and Discover.

Check Check Number _____

Credit Card Account Number _____ Exp. Date _____ CVC _____

Name on Card _____

Billing Address _____

City _____ St/Prov _____ ZIP/PC _____