

NCPERS Group Life Insurance  
**REQUEST FOR CERTIFICATE**

To receive a duplicate certificate, please complete the following information and return to:

**NCPERS Group Life Administrator  
Member Benefits  
7645 Gate Parkway, Suite 101  
Jacksonville, FL 32256  
1-800-525-8056 or  
e-mail to [NCPERS@memberbenefits.com](mailto:NCPERS@memberbenefits.com)**

<u>Request for Certificate</u>		
Date:	<input type="text"/>	
Requested by:	<input type="text"/>	Phone #: <input type="text"/>
Unit # or Group Name:	<input type="text"/>	
Name of Member:	<input type="text"/>	
Member SSN:	<input type="text"/>	
Is Employee Active? _____ Retired?_____		
Employee Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

**Instructions:**

Complete all sections of the “Request for Certificate” form.

Submit – to address listed above.

You can expect to receive your certificate in approximately 30 – 60 days.