



Steps to request **CERTIFICATES** online.

Cost: US\$105.00 plus US\$40.00 courier fee,

Delivery time: within 4 weeks:

Agent – Christine Victor, cvictor@cx.org, 246-227-1766/1700

1. Enter www.cxc.org.
2. Click on “I Request”
3. Select ***Request Certificate***
4. Sign in or register.
5. NEW request for certificate
6. Complete order form (registration/candidate number is not mandatory, {**NO** PO box in address field})
7. Download declaration form (print, complete, get it notarized then scan)
8. Check shopping cart (**US\$40.00** courier services cannot be removed from cart).
9. Upload the declaration form on the Checkout page).
10. Make payment with a Visa or MasterCard.

N.B. Candidates may request replacement of certificates/diplomas/associate degrees (that were lost, misplaced, destroyed or stolen) by completing an application form via the website, <https://www.cxc.org/my-account/>. Certificates will **NOT** be sent to an educational institution, prospective employer or any other institution.