

## INSTRUCTIONS TO COMPLETE FORM

- ① **CERTIFICATION NUMBER:** Mediator number provided when originally certified (Using the on-line database “*mediator search*” function).
- ② **RENEWAL DATE:** Your renewal date (Using the on-line database “*mediator search*” function).
- ③ **CERTIFICATION TYPE:** Current certification(s) being renewed.
- ④ **FULL NAME:** Your full name as listed on file with DRC.
- ⑤ **PRIMARY MAILING ADDRESS:** Where you receive mail. This address will be listed on the webpage unless you indicate by checking the box below.
- ⑥ **PRIMARY CONTACT PHONE #:** Active telephone number you can be reached during business hours and list the type (business, cell, home, etc.)
- ⑦ **EMAIL:** Provide an active email account and place [DRCMail@flcourts.org](mailto:DRCMail@flcourts.org) on approved recipient list.
- ⑧ **SECONDARY MAILING ADDRESS:** If a PO Box is your primary, you must have a physical address as your secondary address.
- ⑨ **RENEWAL FEES:** Please review the list carefully; selecting *only* the fee for your *current* certification(s). Reduced fees are available for multiple certifications being renewed.