

## SSI REPLACEMENT CARD PROCESS

Thank you for inquiring about receiving a Replacement Certification card from SSI – Scuba Schools International. We have a few options for you to consider based on when you were certified and what type of c-card you require.

### SSI Divers Certified AFTER 2008:

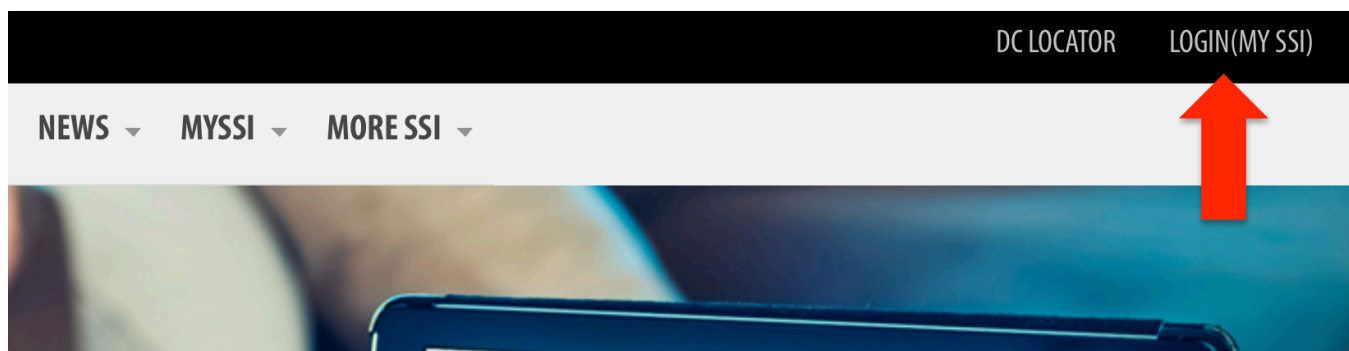


Figure 1

- Go to [www.divessi.com](http://www.divessi.com). Go to the **sign in** section and log into your MYSSI account using the email and password used to set up your account (See Figure 1).
- All divers certified after the year 2008 should have an existing MYSSI profile. This profile consists of the email you used to set up your account and a password. If you forgot your password, there is a password recovery button under diver sign in (See Figure 2).
- After signing into your account, you can locate your digital certification card in the MYSSI section under the MYC-CARD tab of the website
- Download the DIVESSI App on your iOS or Android device by going to the App store. By downloading the App, you will have your digital c-card available on your device everywhere you go.
- After downloading the App and signing into your account, you can locate your digital certification card in the myCertifications tab on the App (See Figure 3).

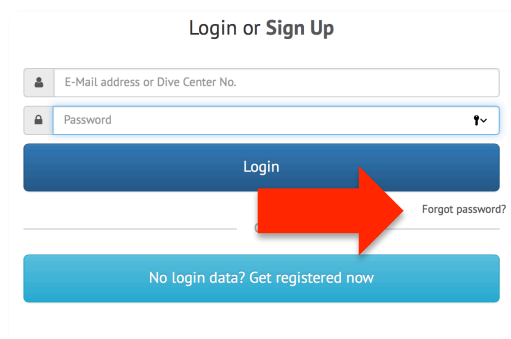


Figure 2

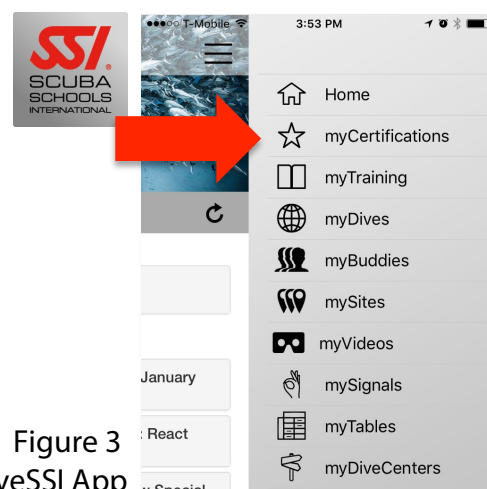


Figure 3  
DiveSSI App

- F. You will see all your certification cards that can be used just like the traditional plastic card.
- G. Contact your local SSI Dive center if you would like to purchase a plastic c-card.

## SSI Divers Certified BEFORE 2008:

- A. Go to [www.divessi.com](http://www.divessi.com)
- B. Go to the Diver Sign In section.
- C. Most divers certified before 2008 have not set up an account, but if you have already created an account, skip steps D-F.
- D. Select the **No Login Data** button (See Figure 4).
- E. Complete the profile information (See Figure 5).

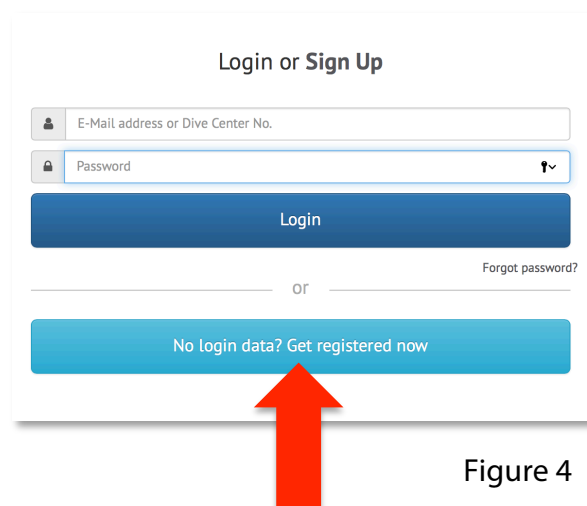


Figure 4

## Get Login Data

Please do not use any special characters. - Please insert your own email address. We will send the login data to the eMail Address supplied.

### Data:


First Name*:	Last Name*:	Date of Birth* 	Email*:
Address *:	Adresse 2:	Zip:	City*:
Country*: United States (USA) x ▾	State (USA)*: Please select ▾	Language Selection*: english (English) x ▾	
Gender*: <input type="radio"/> female   <input type="radio"/> male	Units: <input type="radio"/> Metric   <input checked="" type="radio"/> Imperial	Country Code: UNITED STATES (U... x ▾	Area Code: Area Code:
		Phone: Phone:	VAT Identification Number (VATIN): VAT IDENTIFICATION

Figure 5

- E. You must use a valid email address.
- F. Select your local Dive Center or “SSI Service Center: SSI USA & Canada (United States)” at the bottom of the profile form (See Figure 6).

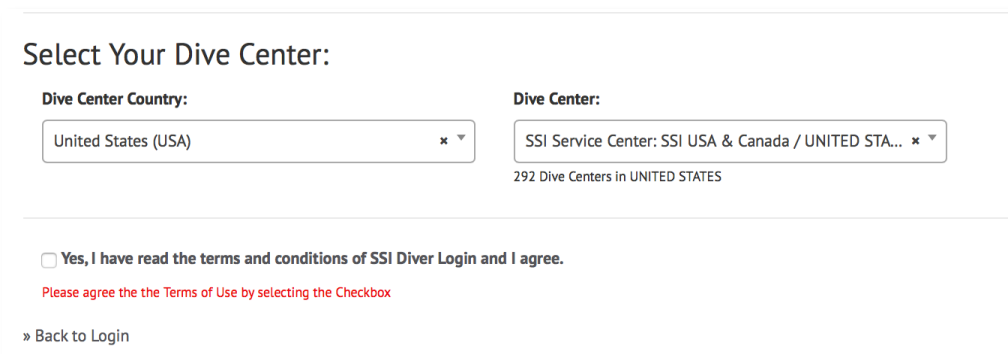


Figure 6 shows a web form titled "Select Your Dive Center:". It contains two dropdown menus. The first is labeled "Dive Center Country:" and has "United States (USA)" selected. The second is labeled "Dive Center:" and has "SSI Service Center: SSI USA & Canada / UNITED STA..." selected. Below the second dropdown, it says "292 Dive Centers in UNITED STATES". At the bottom of the form, there is a checkbox labeled "Yes, I have read the terms and conditions of SSI Diver Login and I agree." with a red note below it: "Please agree the the Terms of Use by selecting the Checkbox". At the very bottom left of the form is a link: "» Back to Login".

Figure 6

- G. Upload a passport style photo. Do not wear sunglasses or hats in the photo.
- H. You will be provided a **Master ID number**. Please make note of this number.
- I. **COMPLETE REPLACEMENT CARD FORM ON PAGE 5.**
- J. After completing Steps A-H, please email [c-cards@divessi.com](mailto:c-cards@divessi.com) with your Master ID number and the Replacement Card form so that we can research and verify your records. You can also fax this form to: 800-253-8509.
- K. Depending on when you were certified and the amount of research required, normally requests take 2-3 business days for you to receive a digital certification card.
- L. If we are able to successfully process your request, you will receive a Digital kit notification and Certification Card immediately on your device. These cards can be used like traditional plastic cards and are accepted worldwide as proof of certification.
- M. You will also be mailed a plastic certification card, please allow up to 2 weeks to process.
- N. If for any reason, you are unable to verify your certification, no charges will be incurred.

# REPLACEMENT CARD FORM

## DIRECTIONS FOR PLASTIC CERTIFICATION CARD

To order your non-digital replacement card, either visit your local SSI Dive Center that can be found at [www.divessi.com](http://www.divessi.com) or you can complete this form and return it by the methods indicated below.

### 1. Email or fax this completed form and

**a 2" x 2" passport-style photograph in .jpg format to (email photograph if you have not uploaded it to your online profile):**

Email [c-cards@divessi.com](mailto:c-cards@divessi.com)

Fax (800)253-8509

### 2. Fill out this form digitally via Adobe Acrobat and submit.

We will verify your certification, make a replacement card and return it to you as quickly as possible. If for any reason we are unable to verify your certification, we will return your photo and payment.

### **If you complete this form digitally and submit it (encouraged):**

You may complete fill out the following form in [Adobe Acrobat](#) using the Acrobat form tools. Required fields should be indicated in red. Submit the completed form via email by clicking the **"Click Here To Submit Form Via Email"** link at the bottom of the form. If submitting the completed form digitally, you will need to digitally sign the form using the Acrobat signature function for the form to be valid. If you do not already have a digital signature saved in Acrobat, you will need to create one using the signature wizard in Acrobat. *If you choose not to create a digital signature*, you will need to print the completed form and sign it manually before submitting it back to SSI.

Clicking the **"Click Here To Submit Form Via Email"** link will begin a new email using your default email client with the form attached, and the email will prompt for you to attach your picture before sending to SSI.

# REPLACEMENT CARD FORM

## DIVER INFORMATION

(BOLD ITEMS = REQUIRED INFORMATION)

FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_ MASTER ID # \_\_\_\_\_  
LAST NAME AS IT APPEARED ON THE CARD

☐ Photo Uploaded ☐ Photo emailed ☐ NAME CHANGE \_\_\_\_\_  
LAST NAME AS IT SHOULD APPEAR ON CARD NOW — NEED COPY OF CERTIFICATE FOR PROOF

Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex ☐ M ☐ F

Street \_\_\_\_\_ Apt/Suite/Bldg \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal \_\_\_\_\_ Country \_\_\_\_\_

Email address \_\_\_\_\_

Phone (work) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Home) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## CERTIFICATION CARD INFORMATION

SSI Level of Certification Requested: ☐ Open Water ☐ Advanced ☐ Master ☐ Other Specialty: \_\_\_\_\_

Additional Request: \_\_\_\_\_

Card Number \_\_\_\_\_ Current Number of Dives \_\_\_\_\_ DATE CERTIFIED \_\_\_\_/\_\_\_\_/\_\_\_\_  
MONTH / YEAR

DIVE CENTER \_\_\_\_\_ Instructor Name \_\_\_\_\_

CITY \_\_\_\_\_ State/Country \_\_\_\_\_

## PRIVACY STATEMENT

I confirm that I am a previously certified SSI Diver. I understand and agree that for the purpose of verification of my SSI diver training and certification, SSI will retain the personal information I have provided to them during my training which includes, but is not limited to, my name, mailing address, email address, phone number, date of birth, photograph, and my SSI diver certification number.

This personal information will be stored in SSI's database, also referred to as ODIN. SSI will take reasonable steps to ensure that this data is protected, and I will be given a username and password which will allow me to access the SSI database and verify that my personal information contained therein is correct, current, and accurate.

I authorize Scuba Schools International (SSI), an SSI affiliate, or an SSI subsidiary, the right to access this information for purposes of verifying the requested certification.

\_\_\_\_\_  
• SIGNATURE

\_\_\_\_\_  
• DATE

\_\_\_\_\_  
• SIGNATURE OF PARENT OR GUARDIAN WHERE APPLICABLE

\_\_\_\_\_  
• DATE

## SHIPPING & PAYMENT INFORMATION

☐ Check box if same as above Street \_\_\_\_\_ Apt/Suite/Bldg \_\_\_\_\_  
NO EXPEDITED SHIPPING TO P.O. BOXES

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal \_\_\_\_\_ Country \_\_\_\_\_

**Are** you shipping to your work? If yes, please list the company name \_\_\_\_\_

SSI replacement card cost US \$45.00 ..... \$ 45.00

**Also send me**     **DUPLICATE** replacement cards (same name) @ US \$30 each ..... \$ \_\_\_\_\_

**Shipping: Standard Mail (default method)**

**total: \$**

**Payment:** ☐ VISA ☐ MasterCard ☐ AMEX # \_\_\_\_\_ Expires \_\_\_\_\_ Code \_\_\_\_\_

Signature \_\_\_\_\_  
NEED WAIVER SIGNATURES TO MATCH ONLINE SYSTEM



Should you have any questions, don't hesitate to  
contact us at 800-892-2702

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