

**Missouri Assisted Living Association  
Duplicate LIMA/Insulin Certificate Request Form**

To order duplicate copies of your Level 1 Medication Aide (LIMA) and/or Insulin Administration (IA) certification(s), submit this completed form with the required documents. Please allow 2-3 days turnaround time.

**PRINT LEGIBLY – All information below is REQUIRED**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**DUPLICATE CERTIFICATION REQUESTED**

\_\_\_\_\_ **\$10** - Level 1 Medication Aide (LIMA)  
Certificate No. (if known): \_\_\_\_\_

\_\_\_\_\_ **\$10** - Insulin Administration (IA)  
Certificate No. (if known): \_\_\_\_\_

\_\_\_\_\_ **\$5** - LIMA lapel pin

**ENCLOSE THE FOLLOWING – REQUIRED**

- Photocopy of your driver's license
- Photocopy of your Social Security card

If there has been name change, the following information must be submitted:

- Copy of marriage license or divorce decree

**PAYMENT**

Cash or money orders are the only accepted forms of payment. No personal checks accepted.

**PROCESSING ERRORS**

If an error was made on the original LIMA Final Class Roster or the Insulin Administration Training Cover Sheet, the facility/ institution listed is responsible for payment of duplicate certificate(s). However, if MALA is responsible for errors made during processing, duplicate certificates will be sent at no cost to the facility/institution.

**MAIL COMPLETED FORM AND ALL REQUIRED DOCUMENTS TO:**

Missouri Assisted Living Association  
428 E. Capitol Avenue, Suite 206  
Jefferson City, MO 65101

**QUESTIONS?** Call us at 573-635-8750