

Duplicate Summer Festival Certificate Request Process

If a manager needs a duplicate (reprint) certificate, please follow these steps:

Required Documents:

- **Letter or Course Receipt:** Stating the manager's name, the name of the training company/instructor, and the class date.
- **Valid Photo ID:** The manager must bring a valid photo ID.
- **Fee:** \$10.00 payable to Kennedy-King College.
- If a proxy is applying on your behalf, you will need to provide a written note giving your permission to the proxy. The note must be signed and dated.

In-Person Applications:

- **Location:** Kennedy-King College, 6343 S Halsted W142, Chicago, IL 60621.
- **Office Hours:**
 - Monday-Thursday: 9:00 am - 3:30 pm
 - Friday: 9:00 am - 12:30 pm
- **A list of days Kennedy-King College is closed can be found at the link below.**

</departments/Holiday-Schedule>

Parking Information:

- The student parking lot located across the street is available to use for free when visiting the office.
- Enter through the student entrance of the W (Administration) Building.

If you have any questions, please feel free to reach out. P: 773-602-5490