

**UNITED STATES COURT OF APPEALS  
FOR THE FOURTH CIRCUIT**

1100 East Main Street, Suite 501  
Richmond, Virginia 23219-3517  
(804) 916-2700

[www.ca4.uscourts.gov](http://www.ca4.uscourts.gov)

**DUPLICATE ADMISSION CERTIFICATE REQUEST**

A **Duplicate Admission Certificate** may be requested by mailing the completed form and a check made payable to "Clerk, U.S. Court of Appeals" to the Clerk, U.S. Court of Appeals for the Fourth Circuit, 1100 East Main Street, Suite 501, Richmond, Virginia, 23219. The completed form and payment may also be submitted using the CM/ECF system. To pay fees by credit card, users must register for a Fourth Circuit CM/ECF account. See [Pay Fees by Credit Card](#) for more details.

**Fee amount: \$21.00**

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

Admission Date (if known): \_\_\_\_\_

The certificate should be sent to:

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

Firm: \_\_\_\_\_

Street/PO Box: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_