



PADI
padi.com

Instructions

To avoid delays, please read and complete all 5 steps.

PADI SERVICE OFFICE REQUEST

If you will be residing and teaching PADI sanctioned courses in a country serviced by another PADI office for a period of not longer than six months, it will be necessary for you to establish a PADI Service Office relationship with that particular office. The Service Office is designed so members can live and teach in different areas throughout the year without having to transfer multiple times during the year. Please see page 4 for the list of PADI offices and the territories they service.

Please complete this form and provide all information requested. Any necessary information not included may result in a processing delay of your transfer. This process must be completed before you begin teaching in the new country. You will receive notification and information once your Service Office has been established. Your membership with the Service Office is only valid for one calendar year.

PLEASE PRINT CLEARLY

Step 1

Name _____ PADI No. _____
First Middle Initial Last

Birth Date _____ Sex ☐ M ☐ F Occupation _____
Day/Month/Year

PADI Office where you are currently registered _____

Dates you will be teaching in the other PADI office's territory _____ to _____
Day/Month/Year Day/Month/Year

Step 2 - New Address

Note: If your address is for mailing purposes only, and not in the country where you will be teaching, please provide us with the location where you will be conducting PADI courses. This will ensure you are serviced by the PADI office for that area.

Street Address _____

City _____ State/Province _____

Country _____ Zip/Postal Code _____

Home Phone (_____) _____ Business Phone (_____) _____

Fax (_____) _____ Email _____

Location where you will be teaching, if different than your mailing address:

Received _____ Faxed _____ Entered _____ Shipped _____

Step 3 – Annual Membership/License Agreement

I have read the Annual Membership Agreement which includes the License Agreement and verify that I am currently meeting all such requirements. I hereby consent and agree to the terms and conditions in their entirety.

Signature (required)

Date

Please detach the page containing the Annual Membership Agreement and License Agreement and keep it for your records.

Step 4 – Insurance

Depending on the territory you will be teaching, you may be required to either obtain or provide proof of liability insurance coverage. If you have current liability insurance coverage, you may want to include a copy of your insurance certificate with this application.

If you are required to have current liability insurance coverage, and have not provided us with the appropriate documentation, you will be notified of the requirements and be provided with the appropriate application(s) to meet this requirement.

Step 5 – Checklist

- ☐ Completed Steps 1 and 2
- ☐ Read Annual Membership and License Agreements and signed statement. (Step 3)
- ☐ Detached Annual Membership Agreement/Office Contact Information for your records.
- ☐ Enclosed Transfer Fee (if applicable).
- ☐ Enclosed Photo (If you have not previously been a member of the office you are transferring to, please submit a photo. This will be placed in your file for future use.

PADI Membership Agreement

PLEASE READ CAREFULLY – Sign statement on renewal application

Renewal and continued membership is partially based upon your reading and signing this Agreement. PADI will consider renewal of your membership subject to the following terms and conditions:

1. I will abide by all PADI Standards and Procedures as published in the PADI *Instructor Manual* and *Training Bulletin* and other updates, within the capacity of my current classification, when conducting PADI programs, and will not deviate from them when representing myself as a PADI Member.
2. I have made myself knowledgeable about the latest PADI Standards and Procedures by reading the *Training Bulletin* and related publications. I have become familiar with PADI educational materials and am knowledgeable of any revisions to such materials and the introduction of new materials.
3. I am aware of the fact that scuba diving can seriously affect a person's health and life. I agree to omit from certification any student who does not meet all the prerequisites and performance requirements specified for the respective level of certification.
4. I understand and agree that any false reports of standards violations deemed by the Quality Management Committee to have been made for competitive, political or financial reasons shall be grounds for Quality Assurance action.
5. I am aware of the Quality Assurance Report Form that may be filed with PADI. I am further aware of the recourse available to me through the PADI Quality Assurance process to refute any complaints that may be reported. I understand and agree that all rulings by the Quality Management Committee with regard to such complaints shall be deemed binding.
6. I understand and agree that PADI may notify other certifying organizations should a PADI Member be required by the Quality Management Committee to undergo instructor-level retraining. I further understand that the names of suspended and expelled members will be published in *The Undersea Journal* and on PADI's web site.
7. I understand and agree that all members (individuals, dive centers and resorts) involved in the training of a particular student, as determined by the student's certification records at PADI, are responsible for adherence to PADI Standards during the conduct of that training. The Quality Assurance Department will communicate with all involved members upon receipt of reports or any other information indicating possible violation of PADI Standards and Procedures.
8. I understand and agree that financial irresponsibility in dealings with PADI is grounds for membership suspension.
9. I will not discredit PADI nor cause any action that will create a liability to PADI. PADI will have the sole right to determine whether any actions are detrimental to PADI.
10. I will file a PADI Incident Report Form with PADI for any diving-related incident of which I am aware that may have harmed or potentially harmed myself or another individual.
11. I agree to provide PADI with true and correct student/participant contact information, including the student's proper mailing address, when I submit any certification authorization or participant registration (PIC envelope, application, or registration card/roster) to PADI. I understand such information shall be the property of both PADI and the submitting member.
12. I acknowledge that diving and diving instruction are physically strenuous activities and that it is my personal responsibility to maintain the necessary level of fitness in order to involve myself in diving instructional and supervisory activities. I also acknowledge that should my physical condition change, rendering me incapable of meeting the physical requirements of diving instruction and supervision, I will cease my instructional and supervisory activities until I am again capable and, if necessary, cleared by a diving medical examination performed by a licensed physician.
13. I understand and agree that the terms and conditions of this Agreement were effective and binding 1 January 1999 and for subsequent years of my membership with PADI. Should PADI modify this Agreement, I will be notified in writing of the changes prior to the next renewal.
14. I acknowledge that this Agreement does not intend to create an agency relationship between me and PADI. Except as otherwise provided in this Membership Agreement, PADI has no control over or involvement with my day-to-day operations and activities and bears no responsibility for the same.
15. I understand and agree that membership in PADI is granted at the sole discretion of PADI, based on its unilateral determination of several criteria including, but not limited to, whether acceptance and continuation of membership is in the best interest of PADI. Satisfaction of minimum requirements does not guarantee membership. Membership in PADI, at any level, may be revoked at any time.

Rev. 8/00

License Agreement

PADI Worldwide Corp. (a California corporation, hereinafter "PADI") has the right and authority to use and sublicense various marks owned by International PADI, Inc. (a California corporation). These marks include, but are not limited to, Professional Association of Diving Instructors, PADI, certain logotypes – including a diver placed on a world, a mark for *The Undersea Journal*, as well as other marks, including Specialty and Certification marks. PADI relies upon the foregoing marks to indicate the source of origin of its services, certifications and products, so that the public will be protected; and its instructors, Dive Centers, Resort Dive Operators, Dive Boat Operators, students and others associated with PADI will receive the highest-quality services and products pertaining to its business.

To provide its members with the ability to advertise, promote and indicate the source of origin of the PADI services, certifications and products they provide, PADI Members are hereby granted a license to use the foregoing marks on promotional materials only, specifically printed, film or video formats, and software, fixed media, such as floppy disks, hard drives or CD-ROM, or any interactive digital or broadcast media or methods, including, but not limited to, internet or World Wide Web Sites.

The license shall not extend to the provision of other printed materials, such as manuals, books, instructions, clothing or products or any other materials whether or not they are manufactured, sold, distributed or licensed to others by PADI.

This license extended by PADI shall only be with respect to (1.) Printed advertising and promotional materials, (newspaper and periodical advertisements, telephone-directory advertising, handbills and signs); (2.) Film and video format promotional materials such as television commercials, slide shows or promotional videos; and (3.) Software, fixed media, such as floppy disks, hard drives or CD-ROM, or any interactive digital or broadcast media

or methods, including, but not limited to, internet or World Wide Web Sites; none of which shall include use on any item or product intended for resale. The word "PADI" ("padi") may not be used in internet domain names.

The foregoing license for advertising and promotional use shall in all respects follow the exact format, character, general appearance, type style, background and proportions of the marks originating from PADI. In no case shall the marks be combined with other marks, symbols, language or be in a format and appearance other than that actually used by PADI. The full trademark must be used; truncated or partial use of a mark is not authorized.

This license shall be personal to the individual member and shall be nontransferable, nondivisible and not capable of being sublicensed in any manner through any party.

Notwithstanding the foregoing, PADI shall have the sole right to disapprove of any promotional materials prepared and shall be the sole judge of the criteria of whether it meets the standard of this license agreement. To this end, any suggestions or requests by authorized members of the PADI staff as to the usage of the marks shall be complied with as soon as possible to avoid mistakes, deceptions, dilution or other problems that would be detrimental to the foregoing marks.

Regardless of the foregoing license, PADI shall have the right to institute and bring any suit or any other action necessary to protect its marks as to any person, firm or corporation now or prospectively using the marks or any similar marks, derivations, analogs, trade names, fanciful scripts or designs.

This license shall extend for the term of membership, which shall be terminated forthwith upon termination of the member's relationship with PADI.

Rev. 8/00

**If you have any questions regarding how to transfer your membership to another office, please review the information on this page and contact the appropriate PADI office.
Listed below is the contact information for their service territories.**

PADI Americas/Canada

30151 Tomas Street, Rancho Santa Margarita, California 92688
Phone: 1 800 729 7234 or +1 949 858 7234, Fax: +1 949 858 7264

Canada • Caribbean • Central America • South America • United States, including: Anguilla • Antigua • Aruba • Bahamas • Barbados • Belize • Bermuda • Bolivia • Bonaire • Brazil • British Virgin Islands • Cayman Islands • Chile • Colombia • Costa Rica • Curacao • Dominica • Dominican Republic • El Salvador • Ecuador • French Guiana • Grenada • Guadeloupe • Guam • Guatemala • Guyana • Haiti • Honduras • Jamaica • Marshall Islands • Martinique • Mexico • Federated States of Micronesia (Chuuk, Pohnpei, Yap) • Montserrat • Netherlands Antilles • Northern Mariana Islands (Ascension, Tinian, Saipan) • Nicaragua • Palau • Panama • Paraguay • Peru • Puerto Rico • St. Barthelme • St. Christopher & Nevis • St. Lucia • St. Maarten • St. Pierre & Miquelon • St. Vincent & the Grenadines • Trinidad & Tobago • Turks & Caicos Islands • Uruguay • US Virgin Islands • Venezuela • West Indies • United States, its territories, possessions and military bases.

Note: The United States, U.S. Virgin Islands, Guam, Puerto Rico and U.S. military installations require liability insurance coverage to teach PADI courses.

PADI Asia Pacific

Unit 3, 4 Skyline Place, Frenchs Forest, NSW 2086 Australia
Phone: +61 2 9451 2300, Fax: +61 2 9451 9999

Afghanistan • American Samoa • Australia • Bangladesh • Bhutan • Brunei • Cambodia • Chagos • China • Cook Islands • Fiji • French Polynesia (Incl; Tahiti, Bora Bora, Rangiroa) • Hong Kong • India • Indonesia • Kiribati • Laos • Macao • Malaysia • Mongolia • Myanmar (Burma) • Nauru • Nepal • New Caledonia • New Guinea • Niue • Pakistan • Philippines • Pitcairn Island • Singapore • Solomon Islands • South Korea • Sri Lanka • Taiwan • Thailand • Tonga • Tuvalu • Vanuatu • Vietnam.

PADI Europe

Oberwilerstrasse 3, CH-8442 Hettlingen, Switzerland
Phone: +41 52 304 1414, Fax: +41 52 304 1499

Andorra • Austria • Belgium • France • Germany • Israel • Italy • Liechtenstein • Luxembourg • Republic of Maldives • Monaco • Netherlands • Portugal • Spain • St. Martin • Switzerland • the former Yugoslavia (Bosnia and Herzegovina) • Croatia • Kosovo • Macedonia • Montenegro • Serbia • Slovenia • Vojvodina

PADI International Limited (UK)

Unit 7, St. Philips Central, Albert Road, St. Philips, Bristol, BS2 0PD, United Kingdom
Phone: +44 117 300 7234, Fax: +44 117 971 0400

Great Britain (England, Northern Ireland, Scotland, Wales) • Albania • Algeria • Angola • Armenia • Ascension Island • Azerbaijan • Azores • Bahrain • Belarus • Benin • Botswana • Bulgaria • Burkina Faso • Burundi • Cameroon • Cape Verde • Central African Republic • Chad • Channel Islands • Comoros • Congo • Cyprus • Czech Republic • Djibouti • Egypt • Equatorial Guinea • Eritrea • Ethiopia • Gabon • Gambia • Ghana • Gibraltar • Georgia • Greece • Guinea-Bissau • Hungary • Iran • Iraq • Ireland • Ivory Coast • Jordan • Kenya • Kazakhstan • Kuwait • Kyrgyzstan • Latvia • Lebanon • Lesotho • Liberia • Libya • Lithuania • Madagascar • Malawi • Mali • Malta • Mauritania • Mauritius • Moldova • Morocco • Mozambique • Namibia • Niger • Nigeria • Oman • Poland • Qatar • Republic of Yemen • Reunion Islands • Romania • Russia • Rwanda • Sao Tome & Principe • Saudi Arabia • Senegal • Seychelles • Sierra Leone • Slovakia • Somalia • South Africa • St. Helena • Sudan • Swaziland • Syria • Tajikistan • Tanzania • Togo • Tristan Da Cunha • Tunisia • Turkey • Turkmenistan • Ukraine • United Arab Emirates • Uganda • Uzbekistan • Western Sahara • Yemen • Zaire • Zambia • Zimbabwe

PADI Japan

1-20-1- Ebisu-Minami, Shibuya-ku, Tokyo 150, Japan
Phone: +81 3 5721 1731, Fax: +81 3 5721 1735

Japan (including Okinawa)

PADI Nordic

Gullbergs Strandgata 36E, S-411 04 Goteborg, Sweden
Phone: +46 31 808 840, Fax: +46 31 153 200

Denmark • Estonia • Faeroes • Finland • Greenland • Norway • Sweden