



Duplicate Diploma/Certificate Request

Contra Costa College Diablo Valley College Los Medanos College

Please complete and submit the following information to Admissions and Records. A \$20.00 diploma/certificate replacement fee is required at time of request. Please allow up to 30 days for processing from date request is received. **Request cannot be processed without payment.**

Print legal name, if different than at the time of graduation, you will need to provide documentation.

First Middle Last
Student ID# _____ Date of Birth _____
Phone _____ Email _____
Type of Degree (AAT/AST/AA/AS/CA/SC/CC/CT) _____ Date of Graduation _____
Major _____
Student Signature _____ Date _____

Mail to:

Number/Street Apartment Number

City State Zip

Payment method: Visa, MasterCard, Check, Cashier's Check, Money Order

Card Number _____ Exp Date _____

I understand that \$20.00 per copy is payable at the time of request with all financial obligations being satisfied prior to processing.

Signature authorizing charge to credit card above Date

OFFICE USE ONLY

Processed By: _____ Date mailed _____

Comments _____