

Diploma Replacement Request Form

- Return completed form to the Graduate Registrar's Office by mail or in person
- Please allow approximately 3 weeks to receive your replacement diploma
- If you still have your original diploma and it has been damaged, please return it with your request for replacement

IMPORTANT: If you are unable to submit in person with a valid photo ID, this document must be notarized.

Last name First name Middle name

Maiden/Other name(s) under which you attended Birthdate LC ID or Last 4 of SSN

Degree(s) received Year graduated

Phone number Email address

Mailing address City State Zip

Print your name as it should appear on your diploma

Please indicate your preference for receiving your diploma: ☐ Mail (to above address) ☐ In-person pickup (photo ID required)

PAYMENT: The cost for a replacement diploma is **\$50.00**. Make checks payable to Lewis & Clark College.

Amount authorized: \$50.00 Payment Type: ☐ Check ☐ Visa/Mastercard

Credit card #: _____

Expiration date (month/year): _____ CVV code (3 digit security code): _____

SIGNATURE: _____ **Date:** _____
Signature indicates permission to charge credit card above. ****This form must be physically signed****

NOTARIZATION: This document **must** be notarized if not submitted in person. This space reserved for Notary.