



## REPLACEMENT / DUPLICATE DIPLOMA REQUEST FORM

Coastal Alabama Community College may provide a replacement diploma in situations where the original diploma is lost or damaged. Since an exact duplicate of the original diploma is, in most cases, impossible, the new diploma will be issued in the format currently used by the College and will bear the signatures of the current officers. The statement "Replacement" and the date the diploma was reissued will appear on the diploma.

It normally takes two to four weeks to prepare a duplicate diploma once the written request and payment have been received. To obtain a replacement diploma, students must complete this form and return it to the Registrar's Office and include the \$25.00 replacement fee. If this form is being submitted by mail, send to:

Coastal Alabama Community College  
Registrar's Office  
1900 U.S. Highway 31 South  
Bay Minette, AL 36507

<b>Name at the time of graduation:</b>
<b>Name you wish to have printed on your new diploma:</b>
<i>(If this name is different from the name on the original, legal documentation must be submitted with this form.)</i>

<b>Student ID No.:</b>		<b>Date of Graduation:</b>	
<b>Degree Awarded:</b>		<b>Location of Campus Attended:</b>	

<b>Diploma Mailing Information:</b>		
<b>Street Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number</b>	<b>Email Address</b>	

**This form may be submitted in person or by mail and payment must be included. Faxed or emailed copies will not be accepted.**

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**Graduate's Signature** **Date**

REGISTRAR'S OFFICE USE ONLY

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**Date Replacement Diploma Mailed:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **By:** \_\_\_\_\_