

**RE-ISSUED DIPLOMA or CERTIFICATE
ORDER FORM**

*A re-issued Taft College diploma or certificate costs \$15.00 each.
This fee includes postage and handling.*

Make check or money order payable to Taft College.

Send completed form along with check or money order to:

**Office of Academic Records
Taft College
29 Cougar Court
Taft, CA 93268**

Phone: (661) 763-7756

PLEASE PRINT CLEARLY (Name when you received your diploma):

First

Middle

Last

Student ID or Last Four of Social Security Number: _____

Date of Birth: _____

Year Earned: _____ **Degree or Certificate:** _____

Signature: _____

Mailing Information:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Note: Please allow 7 to 10 business days for delivery.

Office use only

Date received: _____ Total fees due: _____ Date processed: _____ Processed by: _____