

REQUEST FOR DIPLOMA OR CERTIFICATE REPLACEMENT

Name: _____

Street Address: _____

City, State, Zip: _____

Please complete this form and return it to:
Cabrillo College, Admissions and Records Office
6500 Soquel Dr., Aptos, CA 95003 or fax to: 831-479-5782

The replacement fee is \$25.00 dollars payable **at the time of request**.
A replacement diploma or certificate can take up to 4 weeks for delivery.
You must provide the original diploma with your request if not lost or misplaced.

Date _____ Phone Number _____

SSN or ID # _____

Type of Degree or Certificate Awarded _____

_____ Date Awarded _____

Reason for Replacement:

_____ Lost, Misplaced, or Bad Address given.

_____ Name correction. Print correct name below.

_____ Other. Please describe below.

_____ Cabrillo College error. Please explain below and we will research your request. **No fee will be charged if your claim is substantiated.**

Student Signature _____

I authorize Cabrillo College to charge my credit card

Circle one Visa Mastercard # _____ Expiration Date _____

Signature is required _____ Date _____