



# REQUEST FOR DUPLICATE DIPLOMA

**FIRST** Submit this form to Admissions & Records with picture ID for verification. THEN pay \$25 fee at Bursar's Office. See special mailing instructions below. *Request cannot be faxed.*

### STUDENT INFORMATION

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ SSN/Student ID# \_\_\_\_\_  
Last First Middle

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Diploma Major \_\_\_\_\_ Graduation Term (Sem/Yr) \_\_\_\_\_

### DELIVERY OPTION

Mail to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### CREDIT CARD INFORMATION (Optional Choice)

Pay by  Visa  MasterCard  Discover Card # \_\_\_\_\_ CID#(3 digit on back) \_\_\_\_\_

Name on card \_\_\_\_\_ Phone # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_  
Street City State Zip Signature

Amount paid: \_\_\_\_\_  cash  check  credit **Office Use Only** Clerk initials \_\_\_\_\_ Date \_\_\_\_\_

Confirm award \_\_\_\_\_ Confirm award date \_\_\_\_\_  SACP  COCO  Microfiche

Initial \_\_\_\_\_ Date mailed or ready for pick-up \_\_\_\_\_

### Special Mailing instructions: Complete this form

- To protect your identity, a mailed request must be **notarized**.
- Include a copy of your picture ID
- Include payment (check or credit card information)
- Mail to: A&R, College of the Desert, 43500 Monterey Ave., Palm Desert, CA 92260.

Notary Stamp REQUIRED for mailed requests