



## Replacement Diploma Request

This form is to be used to request a replacement of your original diploma. Complete the information on this form and submit to the Records Office with payment. The following policy applies to replacement diplomas.

- The name printed on the replacement diploma will be the same as the name printed on the original diploma unless a legal name change has been processed.
  - For legal name changes, you must provide to the Records Office a legal document declaring the change along with a completed Student Information Change form. *Legal documents include marriage license, divorce/dissolution decrees, court orders, or any other government issued official proof of identity (Driver's License, State ID, Passport, etc.).*
- The replacement diploma will bear the signatures of the current administration and not the administration at the time of graduation.
- The term "official replacement" will be printed on the diploma.
- The cost for a replacement diploma is \$15.00 for diploma only or \$40.00 for diploma and cover.
- Allow approximately 4-6 weeks for delivery of the replacement diploma.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student ID or SSN \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Diploma Name \_\_\_\_\_  
(Name will appear on diploma as originally awarded unless legal documentation has been received.)

Name of Degree Received \_\_\_\_\_

Date or Year/Term Degree was originally awarded \_\_\_\_\_

Select One: \_\_\_\_\_ Diploma Only (\$15.00) \_\_\_\_\_ Diploma and Cover (\$40.00)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return request form and payment to:**  
Southern State Community College  
Records Office  
100 Hobart Drive  
Hillsboro, OH 45133