



# Diploma Replacement Request

Fax to 770-528-4218 OR

Scan/email to:

[registrar's.office@chattahoocheetech.edu](mailto:registrar's.office@chattahoocheetech.edu)

### PLEASE NOTE:

REPLACEMENT DIPLOMA COSTS \$25.00 EACH

Name when attended CTC: \_\_\_\_\_  
First M.I. Last

Student ID# / Social Security #: \_\_\_\_\_

Phone number: \_\_\_\_\_

How many do you want? \_\_\_\_\_ x \$25.00 = \_\_\_\_\_

Specific degree/diploma/certificate awarded that you want replaced: \_\_\_\_\_

Name on original diploma: \_\_\_\_\_

Is this the name you want printed on the replacement? \_\_\_\_\_ yes \_\_\_\_\_ no

If you are requesting a **NEW NAME**, please do a Name Change form with the Registrar's Office. That has to be processed BEFORE the DIPLOMA is re-printed.

## Complete This Section for Mailing:

**WARNING:** This will be the OFFICIAL address listed for you in BANNER.

Street Address			
City	State	Zip Code	County (ex: Cobb, Bartow)

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

\_\_\_\_\_  
Date

**Official Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 04/2013

Return this form to the Registrar/Student Affairs Office on any campus or Fax to: 770-528-4218 or scan/email to: [registrar's.office@chattahoocheetech.edu](mailto:registrar's.office@chattahoocheetech.edu)