



## Application for Diploma Replacement

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Full Name (When you attended college)

ID#/SSN

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Mailing Address: Street (No PO box)

Apt#

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City

State

Zip Code

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E-mail

Phone Number

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Full name of the degree/certificate you received

MM/YY of Award

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Name as you would like it to appear on your diploma

### Replacement Diploma Criteria

You must submit the following along with the application to [DegreeAudit@DallasCollege.edu](mailto:DegreeAudit@DallasCollege.edu):

- **Notarized** letter explaining why a diploma replacement is needed; include your name, ID number, mailing address, and phone number.

**There is a \$25 replacement fee for replacement diplomas and certificates.** Degree Audit will send the link for payment after receiving the completed form and notarized letter.

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Your diploma/certificate will be mailed to the address you provided above.

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