

**OFFICE OF THE REGISTRAR  
REQUEST FOR REPLACEMENT/DUPLICATE DIPLOMA**

*You must print the form and follow the directions below. Leaving requested information BLANK will result in processing delays. Duplicate diplomas may not be purchased at the time of graduation. Please allow up to 5 weeks for processing.*

**COST: \$150** (Make check or money order payable to BCM)      **Cash & Credit Card payments are NOT accepted.**

<b>STUDENT INFORMATION</b> <i>(Please Print)</i>			
<b>Name</b>		<b>BCM ID</b>	
<b>Mailing Address</b>		<b>City</b>	<b>State</b>
<b>Date of Birth</b>	<b>Telephone Number</b>	<b>Email Address</b>	

<b>REASON FOR DIPLOMA REQUEST</b>			
<b>Lost</b>	<b>Damaged</b>	<b>Name Change</b>	<b>Other:</b> <i>(please specify)</i>
<b>Name</b>			
<b>First</b>	<b>Middle</b>	<b>Last</b>	

**\*\*Your name will be printed as listed on your academic record at time of attendance, if name has changed a Data Change Form Proper**

Received Date/Initials: \_\_\_\_\_  
Processed Date/Initials: \_\_\_\_\_

Student Initials if Picked Up: \_\_\_\_\_  
Date: \_\_\_\_\_