



Office of the Registrar

179 Livingston Street, Brooklyn, New York, 11201

APPLICATION FOR REPLACEMENT DIPLOMA

This form cannot be submitted electronically.

Please type or print the required information, sign, and mail to the address above.

The Registrar's Office will order a replacement diploma if the original has been damaged or lost or if there has been a legal change of name. You must provide proof of name change by filing a Name Change Affidavit. **The original diploma must be returned to St. Francis College when requesting a replacement due to damage or a name change.**

Enclose with this application a **\$35.00** check payable to St. Francis College, as well as copies of two (2) proofs of ID from the following choices: **passport; birth certificate; state issued driver's license or social security card**. In addition, verification of your signature by a Notary Public is **required**.

Replacement diplomas display the signature of the current St. Francis College president, the current diploma style and the original date the degree was awarded.

Please type or print clearly.

I hereby certify that my original diploma was ☐ **LOST** ☐ **DAMAGED** ☐ *I have changed my name.*

Name on original diploma:

First Middle Last

Name changed to:

First Middle Last

SS # / ID # _____ Date of birth (M/D/YYYY) _____

Degree(s) awarded _____ Date of award (M/D/YYYY) _____

_____ Date of award (M/D/YYYY) _____

Address:

Street _____

City _____ State _____ Zip _____ Country _____

E-mail _____ Fax _____ Tel _____

Your Signature _____ Date (M/D/YYYY) _____

Notary's Signature _____ Stamp