

REPLACEMENT DIPLOMA/CERTIFICATE REQUEST FORM**Submit in person to:**

Office of Records and Registration
Warren Hall
Monday-Friday, 8:00 AM-4:00 PM
518-743-2279

Mail Request to:

SUNY Adirondack
Office of Records and Registration
640 Bay Road, Warren Hall
Queensbury, NY 12804

Dear Alumnus/a,

The Adirondack Community College diploma is a unique document; neither copies nor duplicates are available. If your original diploma has been lost or damaged, you may order a replacement. Replacement diplomas follow the current diploma format.

If you wish to request a replacement diploma, complete and return the form below. A notarized signature is required for your protection. Your request must be accompanied by a check made payable to SUNY Adirondack or a receipt showing online payment. The charge is \$25.

REQUIRED INFORMATION:

Name of Student (Last)	(First)	(Middle)	Date of Birth
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Spelling of name to appear on replacement (if the name is different from above, please provide legal documentation)

Banner ID Number or Social Security Number (if known)	Telephone	Email
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Graduation Year: _____ Type of Degree Received: AA AS AAS AOS CERT Uncertain

Reason for Replacement:

- My previous diploma was damaged. I have attached or enclosed my previous diploma.
 My previous diploma was lost or destroyed.

Please print the mailing address where the diploma should be sent:

Street Address	City	State	Zip
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Check or receipt enclosed: \$25.00

Signature

I hereby certify that the above information is true and I am the person who received the degree for the diploma requested above.

Signature: _____ Date: _____

(This section for notarizing signature above)

Subscribed and sworn by me this _____ day of _____.

Notary Public _____.

Registrar Office Use Only

Updated: 06/06/2018

Date Processed: _____

Initials: _____