

**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.**

STUDENT INFORMATION (Please Print)			
Name		BCM ID	
Mailing Address		City	State
Date of Birth	Telephone Number	Email Address	

REASON FOR DIPLOMA REQUEST			
Lost	Damaged	Name Change	Other: (please specify)
Name			
First	Middle	Last	

****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: _____ Student Initials if Picked Up: _____
 Processed Date/Initials: _____ Date: _____