

# BOWDOIN COLLEGE

## Request for Replacement Diploma

*Replacement diplomas reflect the current diploma format and display the signatures of the current President and Secretary to the Board of Trustees. Replacement diplomas also bear a stamp explaining the reason for the reissued diploma. **Duplicate diploma requests take at least four to six weeks for delivery.** We make every effort to expedite your request, but please allow at least six weeks for delivery.*

### Instructions:

- Print and complete this form.
- Have your signature verified by a Notary Public.
- Enclose photocopies of two forms of ID from the following: passport, birth certificate, driver's license, social security card. If your name has been changed, you must enclose a copy of the legal name change document as well.
- Please enclose a check made payable to Bowdoin College in the amount of \$50.00.
- Please mail all of the above to:  
Office of the Registrar  
Bowdoin College  
4500 College Station  
Brunswick, ME 04011-8436

I am requesting a replacement diploma due to: \_\_\_\_\_  
(loss, damage, or legal name change)

*Note: The original diploma must be returned to Bowdoin College with this application when requesting a replacement due to damage or name change.*

Original diploma name: \_\_\_\_\_

Name on replacement diploma: \_\_\_\_\_

Degree Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**State of** \_\_\_\_\_ **County of** \_\_\_\_\_

On this day personally appeared the above named, \_\_\_\_\_, and made oath that the above statements are true and accurate to the best of their knowledge and belief.

*Notary Signature:* \_\_\_\_\_

*Notary Seal*

OFFICE OF THE REGISTRAR