

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. **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. There is a \$50 fee for diploma replacement.

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 changed, enclose a copy of the legal name change document as well.
- Mail all 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, damaged 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: _____

Payment option:

I have enclosed a \$50 check made payable to Bowdoin College.

I would like to pay by credit card. Please send me a secure invoice. I understand my diploma will be ordered upon receipt of this form, but will not be mailed to me until confirmation of payment is received.

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