DUPLICATE DIPLOMA REQUEST FORM

There is a $15.00 fee for each duplicate diploma requested.
Allow 10 business days for processing.

The name on your diploma will appear as stated in the College's database. If you need to update your name, please provide the Registration and Records Office with legal documents providing proof of name change.

PLEASE PRINT	**Student ID Number:**		
Last Name:	**First Name:**	**Middle Name:**	
Address:		**PO Box or Apartment/Unit Number:**	
City:		**State:**	**Zip:**
Email Address:		**Telephone Number:**	

Degree/Certificate:	**Year Received:**	**How many duplicates:**
Degree/Certificate:	**Year Received:**	**How many duplicates:**
Degree/Certificate:	**Year Received:**	**How many duplicates:**

Signature:	**Date:**

Total Duplicates:	**Multiply by $15.00**	**Total:** $ .00

Please submit this form:

In Person – Submit payment to the Cashier's Office, Submit form to the Registration and Records office (Drop Box available)

By Mail – Mail form with a check to: Henry Ford Community College
Registration and Records
5101 Evergreen
Dearborn, Michigan 48128-1495