



# DIPLOMA/CERTIFICATE REPRINT REQUEST

Full Name \_\_\_\_\_ Student ID# (if known) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## LIST ANY OTHER NAMES YOU MAY HAVE USED WHILE ATTENDING CR

Previous First Name: \_\_\_\_\_ Previous Last Name: \_\_\_\_\_

## DIPLOMA/CERTIFICATE REPRINT INFORMATION

Name to Appear on Diploma/Certificate: \_\_\_\_\_

Program to Appear on Diploma/Certificate: \_\_\_\_\_

*\*If you have completed multiple programs, you must complete a separate form for each Diploma/Certificate reprint request.\**

Awarded: \_\_\_\_\_  
Year Semester

Number of copies requested: \_\_\_\_\_ Cost per copy: \_\_\_\_\_ Total due: \_\_\_\_\_

Submission Method: In-Person: \_\_\_\_\_ Online: \_\_\_\_\_ Mail: \_\_\_\_\_  
(Payment info below)

Mailing Address for Diploma/Certificate: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip Code

## GRADUATE'S ACKNOWLEDGEMENT

*By signing below, I acknowledge understanding that the replacement Diploma/Certificate will bear the signatures of the current state and College officials.*

Graduate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMISSIONS BY MAIL**  
**Make US Bank check or Money Order out to:** College of the Redwoods  
**In the memo, write:** Diploma/Certificate Reprint  
**Mail this form along with check/Money Order to:**  
College of the Redwoods  
Admissions & Records Office  
7351 Tompkins Hill Rd  
Eureka, CA 95501

**SUBMISSIONS IN PERSON**  
**Submit full payment to:** Cashier's Window  
**Submit this form & receipt to:** Enrollment Services Window

**SUBMISSIONS ONLINE**  
**Submit this form & receipt to:** [evaluator@redwoods.edu](mailto:evaluator@redwoods.edu)  
**Payments can be made through your CR WebAdvisor account. Reprints will not be mailed until the payment has been processed.**

If you have any questions, please email [evaluator@redwoods.edu](mailto:evaluator@redwoods.edu) or call (707) 476 – 4205.