



# DIPLOMA/CERTIFICATE REPRINT REQUEST

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

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

**NOTE:** *If you have legally changed your name since you last attended CR, your Diploma/Certificate will appear with the name we have on file.* If you would like to update your name with CR so your Diploma/Certificate will reflect your current legal name, you should first submit the Student Information Update Form, along with your valid, government-issued photo ID and your updated Social Security Card, to the Admissions and Records Office.

## 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: \_\_\_\_\_

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

SUBMISSIONS IN PERSON	
<b>Submit full payment to:</b> Cashier's Window	
<b>Submit this form &amp; receipt to:</b> Enrollment Services Window	

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