



## Replacement Diploma Request

This form is to be used to request a replacement of your original diploma. Complete the information on this form and submit to the Records Office with payment. The following policy applies to replacement diplomas.

- The name printed on the replacement diploma will be the same as the name printed on the original diploma unless a legal name change has been processed.

- For legal name changes, you must provide to the Records Office a legal document declaring the change along with a completed Student Information Change form. *Legal documents include marriage license, divorce/dissolution decrees, court orders, or any*

*Current Mailing Address* \_

*City* *State*

*Zip* \_

*Phone* *Fax* \_

*Diploma Name* \_

*(Name will appear on diploma as originally awarded unless legal documentation has been received .)*

*Name of Degree Received* \_

*Date or Year/Term Degree was originally awarded* \_

*Select one:*       *Diploma Only* ()           *Diploma and Cover* ()

*Student Signature*    *Date* \_

**Return request form and payment to:**

Southern State Community College  
Records Office  
100 Hobart Drive  
Hillsboro, OH 45133