

Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601  
Phone: 315-786-2437 Fax: 315-786-2349

**Request for Replacement Diploma**  
**Replacement Cost \$50**

**Please Note**

Replacement diplomas are duplicates of a diploma issued by Jefferson Community College.  
A request for a change of name on the diploma will require legal documentation.

**Name:** (Please Print) \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Student ID Number:**   J   \_\_\_\_\_

**Mailing Address:** (Please enter address and telephone)

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Date of Graduation:** \_\_\_\_\_ **Verified by** \_\_\_\_\_  
(office use only)

**Degree Earned:** \_\_\_\_\_ **Verified by** \_\_\_\_\_  
(office use only)

**Replacement Cost \$50:**

Payment Options: ( ) Cash ( ) Check ( ) Money Order ( ) Credit/Debit Card

If card payment is selected our staff will contact you at the telephone number provided above. If cash, check, or money order is preferred please provide payment with request form.

**For Office Use Only** Payment received date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**PLEASE sign and date:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_