

Jefferson Community College  
Office of the Registrar  
1220 Coffeen Street  
Watertown, NY 13601  
Phone: 315-786-2308 Fax: 315-786-2349

Request for Replacement Diploma  
Replacement Cost \$30

**Please Note**

Replacement diplomas are duplicates of the original diploma issued by Jefferson Community College. A request for change of name on the diploma will not be honored.

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

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

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

**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 \$30:**

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

Type of Card (Visa, Mastercard, Discover)

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Payment received date \_\_\_\_\_ Payment taken by \_\_\_\_\_

**PLEASE sign and date:**

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

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