Lewis & Clark College

College of Arts and Sciences
Office of the Registrar
0615 S.W. Palatine Hill Rd MSC 108
Portland, Oregon 97219-7899
Phone 503.768.7335
Fax 503.768.7333
E-mail reg@lclark.edu
www.lclark.edu

Diploma Replacement Request Form

Dear Alumni:

It is our understanding that you no longer have your original diploma in your possession. We will be happy to request a replacement diploma for you. If you have your original diploma and it has been soiled or damaged, please return it to us. The items listed below are required before the order can be placed.

Your diploma will be ordered as soon as this form and payment are received, and it will take approximately 8 weeks to be returned to you. Please return this form to: CAS Registrar
0615 SW Palatine Hill RD, MSC 108
Portland OR 97219

- FULL NAME _____
- NAME TO BE PRINTED ON DIPLOMA _____
- SOCIAL SECURITY NUMBER _____
- DATE OF BIRTH _____
- DEGREE RECEIVED _____
- YEAR GRADUATED _____
- EMAIL ADDRESS _____
- TELEPHONE NUMBER _____
- PAYMENT
  - $50.00 CHECK PAYABLE TO "LEWIS & CLARK COLLEGE" or
  - CREDIT CART PAYMENT: ❑ MasterCard ❑ Visa

    Account # _____

    Expiration Date _____ V-Code (3 digit security code from back of card) _____

- SIGNATURE _____
- ADDRESS TO WHICH THE DIPLOMA SHOULD BE MAILED (or specify if you intend to pick up the diploma in person)

  _____

  _____

THIS DOCUMENT MUST BE NOTARIZED. Space below intended for notarization.

Notary services are available for this purpose on campus for alumni free of charge. Contact the CAS Registrar's office for more information about notary services available on campus or to make arrangements for an on-campus notarization.