

Lewis & Clark College

Diploma Replacement Request Form

College of Arts and Sciences
Office of the Registrar
Phone 503.768.7335
Fax 503.768.7333
E-mail reg@lclark.edu
www.lclark.edu

Diplomas may be replaced if lost or destroyed. If you still have your original diploma and it has been damaged or soiled, please return it with your request for replacement. The items listed below are required before the order can be placed.

► **Return the notarized form to: CAS Registrar's Office MSC 108, 615 S Palatine Hill Rd Portland, OR 97219**

Please note that replacement diplomas are usually created at the next scheduled printing of regular diplomas – typically January, May and September. If need arises, we will try to do a special printing between these dates but it can take up to 8 weeks.

- FULL NAME _____
OTHER NAME(S) UNDER WHICH YOU ATTENDED: _____
- NAME TO BE PRINTED ON DIPLOMA _____
- STUDENT ID # OR LAST 4 OF SSN _____
- DATE OF BIRTH _____
- DEGREE RECEIVED _____
- YEAR GRADUATED _____
- EMAIL ADDRESS _____
- TELEPHONE NUMBER _____
- PAYMENT
 - \$50.00 CHECK PAYABLE TO "LEWIS & CLARK COLLEGE" or
 - CREDIT CARD PAYMENT: MasterCard Visa
 - Account # _____
 - Expiration Date _____ 3 digit security code from back of card _____
- PAYMENT APPROVAL SIGNATURE _____ DATE _____
(must be a physical signature – we cannot authenticate nor accept e-signatures)
- ADDRESS TO WHICH THE DIPLOMA SHOULD BE MAILED (or specify if you intend to pick up the diploma in person)

To have the documents returned to an address outside the United States, you will be required to provide a pre-paid shipping label through eShipGlobal. Our office will provide specific instructions to you *after* reviewing your order.

NOTARIZATION: THIS DOCUMENT MUST BE NOTARIZED IF NOT PRESENTED IN PERSON. THIS SPACE RESERVED FOR NOTARY.