\*\*By submitting this request, I am authorizing Norco College staff to complete the transaction requested.\*\*



## **Duplicate Diploma/Certificate Request**

Please complete this form and submit to the Admissions & Records department for processing. You may also mail this from to the college with a check payable to RCCD to address listed below. Requests will be ordered with the next regular order of diplomas and certificates. It may take up to 6 months to receive the duplicate. Cost is \$2.00

Norco College Admissions & Records 2001 Third Street Norco CA. 92860-2600

Your LEGAL NAME as it will appear on diploma. This name must be on record at RCCD Middle Student ID/SSN **First** Last Please indicate the year in which your degree/certificate was awarded: Diploma/Certificate Mailing address: CHANGES MUST BE REPORTED DIRECTLY TO THE EVAL/GRAD OFFICE Address Home Telephone City State Zip Mobile Telephone Degree for which you are applying (CHECK ONE ONLY) ☐ AA Degree ☐ AS Degree ☐ Certificate List Program of Study or Certificate Program (must be exact name of program) **Student Signature** Date **OFFICE USE ONLY STAMP** Amount Owed \$\_\_\_\_\_ Payment Received By: \_\_\_\_\_ Date: \_\_ A&R STAFF: