



# Rio Hondo College - Admissions & Records Office

## Request for Duplicate Diploma / Certificate of Achievement

(Please complete one form for each Duplicate requested)

Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Student ID #: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Address City State Zip Code

Other Names Previously Used: \_\_\_\_\_ Email: \_\_\_\_\_

I am requesting a duplicate copy of my: *(Signatures may differ from original diploma or certificate)*

\_\_\_ Diploma *(please include a Check or Money Order for \$25.00 made out to Rio Hondo College)*  
Awarded Major: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

\_\_\_ Certificate of Achievement *(no charge for duplicate Certificate)*  
Awarded Certificate: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

Check one of the following: \_\_\_ I will personally pick up my diploma/certificate upon notification.  
\_\_\_ Mail my diploma/certificate to the address given above

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**  
Received: \_\_\_\_\_ Paid: \_\_\_\_\_ Printed: \_\_\_\_\_ Date mailed/  
Picked-up: \_\_\_\_\_  
DupDiploma – Rev. 2019-0228 nb