



# Diploma Replacement Request Form

Office of the Registrar  
8401 S. Chambers Road  
Parker, CO 80134

Phone: (720) 874-2455  
E-mail: registrar@rvu.edu  
Fax: (720) 874-2452

The Office of the Registrar will provide, upon written request, a replacement diploma if the original has been lost, damaged, or destroyed. The replacement diploma will be an exact replica of the original diploma except for the addition of the following statement at the bottom of the new diploma:

*This document was reissued on [reissue date] to replace the original that was lost, damaged or destroyed.*

The Office of the Registrar will reissue, upon request, a diploma for a graduate whose name has been legally changed. The original diploma must be returned to RVU Registrar before new diploma will be issued. The replacement diploma will be an exact replica of the original except for the name change and addition of the following statement at the bottom of the new diploma:

*Original diploma awarded on (date). Upon request of the awardee, this diploma was issued following a legal change of name.*

If graduate is requesting a diploma under a new name, a copy of the legal name change documentation (marriage certificate, divorce decree, court order or copy of current driver's license) must be submitted with this form and payment.

Full Legal Name: \_\_\_\_\_

Former Name(s) Used: \_\_\_\_\_ Degree/Major: \_\_\_\_\_

RVU Student ID# or Social Security Number: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

## MAIL DIPLOMA TO

First/Last Name

Street Address or PO Box

City/State/Zip

Phone Number

Email

## REPLACEMENT FEE

The charge for a replacement diploma is **\$50.00**. Replacement diplomas are ordered upon receipt of this completed request, supporting documentation (if applicable), and payment.

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

### For office use only

Date Received:

Processed By:

Date Processed:

Notification Sent: