

**Admissions & Records**

College of the Siskiyous, 800 College Ave., Weed, CA 96094  
Phone: (530) 938-5500 - Fax: (530) 938-5367 – Email: registration@siskiyous.edu

**Diploma Replacement Request**

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Other Last Name: (if different when attending) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Document Information**

Type of diploma / certificate to be replaced: \_\_\_\_\_

Original Diploma:       Lost       Damaged

Approximate date diploma / certificate was awarded: \_\_\_\_\_

Replacement Delivery Method:       U.S. Mail       Counter Pickup

If U.S. mail - send replacement to:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If counter pickup – phone number (include area code) to call when ready: \_\_\_\_\_

I understand that Diplomas / Certificates will only be replaced once.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Clerk: \_\_\_\_\_ Date Mailed or Picked Up: \_\_\_\_\_