



**DIPLOMA/CERTIFICATE REPLACEMENT REQUEST**

(Please allow 4-6 weeks for delivery.)

Name on original diploma: \_\_\_\_\_  
(Print clearly)

ID#: @ \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone# \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Degree Awarded \_\_\_\_\_ Program: \_\_\_\_\_

**Replacement Fees:**

- Replacement Diploma (\$20.00)
- Replacement Cover (\$20.00)
- Replacement Cover with Student Name Embossed on Front (\$25.00)

**Payment Options:**

Enclose a check or money order, payable to "CCSNH" (Community College System of NH)

Or you may make a credit card payment over the phone to:

Michelle Lockwood, Assistant Bursar. 603-542-7744 ext. 5304

Mail Diploma/Cover to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hold diploma/cover for pickup in the Registrar's Office when ready. (If someone other than yourself will be picking up the diploma/cover, they must bring signed written approval from you.)

**Return this form with applicable fees to:**

Registrar's Office  
River Valley Community College  
One College Place  
Claremont, NH 03743-9707  
Phone: (603) 542-7744 Fax: (603) 543-1844