

Duplicate/Replacement Diploma Order Form

Please print, complete, and sign form. Submit the form with payment to:

Centenary College of Louisiana
Office of the Registrar
Hamilton Hall, Room 113
2911 Centenary Boulevard
Shreveport, LA 71104
Fax to (318) 841-7266
Email to registrar@centenary.edu

The fee for a duplicate or replacement diploma is \$75.00 and can be paid for by Check, Money Order or Credit/Debit Card. To pay by credit/debit, please call the Business Office at (318) 869-5125 to complete the transaction.

Note: All diplomas, regardless of the year of graduation, will have current administrators' signatures and indicate that it is a duplicate diploma. Proof of payment and a copy of a valid photo ID is required for processing. Please allow six to eight weeks for delivery.

Graduate's Information:

Full Legal Name: _____

Complete Address: _____

Contact Number: _____ Email Address: _____

Centenary ID Number or Date of Birth: _____

Dates of Attendance From: _____ To: _____

Degree: _____ Date Awarded: _____

Print diploma name: _____

If you would like the name on your diploma to be different than the original, please enclose legal documentation showing name change. (driver's license, Social Security card, current passport, or court order)

Reason for Request (check one): Lost or Stolen Damaged or Destroyed
 Name Change Other: _____

Mailing Information:

Recipient's Name: _____

Mailing Address: _____

City: _____ State ____ Zip Code _____ Country _____

Quantity _____ Diploma(s) @\$75.00 each Total \$ _____

Student Signature: _____ **Date:** _____

(Only handwritten signatures will be accepted)