



Rio Hondo College - Admissions & Records Office

Request for Duplicate Diploma / Certificate of Achievement

(Please complete one form for each Duplicate requested)

Name: _____ Student ID # _____
Last First Middle Initial

Address: _____ Phone: _____
Street Address City State Zip Code

Other Names Date of Birth: ____/____/____
Previously Used: _____

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. 2017-0522 nb