



Rio Hondo College - Admissions & Records Office

Request for Duplicate Diploma / Certificate of Achievement

(Please complete one form for each Duplicate requested)

Name: _____ **Date of Birth:** ____ / ____ / ____ **Student ID #** _____
Last First M.I.

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

Other Names

Previously Used: _____ **Email:** _____

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. 2019-0228 nb