

# Bowdoin College

## Request for Replacement Diploma

Replacement diplomas reflect the current diploma format and display the signatures of the current President and Secretary to the Board of Trustees. **Duplicate diploma requests take at least four to six weeks for delivery.** We make every effort to expedite your request, but please allow at least six weeks for delivery. There is a \$50 fee for diploma replacement.

### Instructions:

- Print and complete this form,
- Have your signature verified by a Notary Public,
- Enclose photocopies of two forms of ID from the following:
  - Passport, birth certificate, driver's license, social security card.
  - If your name has changed, enclose a copy of the legal name change document as well.
- Mail all the above to: Office of the Registrar, Bowdoin College, 4500 College Station, Brunswick, ME 04011-8436

I am requesting a replacement diploma due to: \_\_\_\_\_  
(loss, damaged or legal name change)

*Note: The original diploma must be returned to Bowdoin College with this application when requesting a replacement due to damage or name change.*

Original diploma name: \_\_\_\_\_

Name on replacement diploma: \_\_\_\_\_

Degree Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Payment option:

- I have enclosed a \$50 check made payable to Bowdoin College.
- I would like to pay by credit card. Please send me a secure invoice. I understand my diploma will be ordered upon receipt of this form, but will not be mailed to me until confirmation of payment is received.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

On this day personally appeared the above named, \_\_\_\_\_, and made oath that the above statements are true and accurate to the best of their knowledge and belief.

Notary Signature \_\_\_\_\_

Notary Seal

Office of the Registrar

4500 College Station • Brunswick • Maine 04011-8436 • Tel 207.725.3521 • Fax 207.725.3338  
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