



Student Records
 3325 Marvin Sands Drive
 Canandaigua, NY 14424-8395
 (585)785-1675
 Fax (585) 394-0635
 Email: studentrecords@fccc.edu

Duplicate Diploma Request

This form is to be used to request a replacement/duplicate diploma. Please note that the diploma will be printed on the most recent diploma paper with current official signatures, as such, the replacement/duplicate diploma may not be an exact copy of the diploma you received previously. The fee for a replacement/duplicate diploma is \$20.

Please print clearly

Student ID Number:

Date of Birth: ____/____/____

 Last Name First Name Middle Initial

 Street Address City State Zip Code

(____)____ - _____ (____)____ - _____ @_____
 Home Phone Number Cell Phone Number e-mail

Replacement/Duplicate Diploma Requested: AA: AAS: AS: CRT: Program: _____

Name, as you'd like it to appear on your FLCC diploma:

First	Middle or Middle initial	Last
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Send my replacement/duplicate diploma to:

Same address as above: Address below:

Institution / Name: _____
 Office: _____
 Street Address: _____

 City State, Zip Code: _____

I certify that the information provided on this form is, to the best of my knowledge and belief, true and correct.

Signature: _____ Date: _____

Submit this completed form, and your \$20 payment (check, money order or credit card) to the Student Records office. Please make checks or money orders payable to 'Finger Lakes Community College'.

FOR OFFICIAL USE ONLY:	
Amount Paid: _____	Receipt #: _____
Date received: _____	By: _____
Date sent: _____	By: _____

Nondiscrimination Notice: Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

