



# DIPLOMA REPRINT REQUEST

SID Number (if known): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle Initial

Previous Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Please list the degree/one-year certificate you're requesting to be reprinted:

The cost for reprinted diploma(s) is \$15/diploma

Certificates (20-44 cr) and short-term certificates (0-19) are posted on the transcript, but not provided a printed diploma. For GED, please visit [ged.com](http://ged.com).

- 1.) \_\_\_\_\_ Year: \_\_\_\_\_
- 2.) \_\_\_\_\_ Year: \_\_\_\_\_
- 3.) \_\_\_\_\_ Year: \_\_\_\_\_
- 4.) \_\_\_\_\_ Year: \_\_\_\_\_
- 5.) \_\_\_\_\_ Year: \_\_\_\_\_

I'm requesting the above diplomas be reprinted and mailed to the address listed above. I have attached a copy of payment receipt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT AND SUBMISSION LOCATION

This request can be submitted in person or by US Postal Service. Requests will **not** be accepted via email or fax.

Cash, Check, Money Order, Visa/Mastercard

OR

Check or Money Order

In Person:

Mail:

H Building, Hawk Central

Columbia Basin College

2600 N. 20th Ave.

Attn: Student Records

Pasco, WA 99301

2600 N. 20th Ave., MS-H4

Pasco, WA 99301