



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.

- 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
In Person:
H Building, Hawk Central
2600 N. 20th Ave.
Pasco, WA 99301

OR
Check or Money Order
Mail:
Columbia Basin College
Attn: Student Records
2600 N. 20th Ave., MS-H4
Pasco, WA 99301

We are temporarily unable to accept this form 'In Person' while our campuses operate remotely. Please submit the completed form via USPS with payment enclosed (check or money order) or from your CBC student email to records@columbiabasin.edu. If emailed, please call the Cashier at 509-544-2268 to complete payment.