



**PENSACOLA
CHRISTIAN
COLLEGE®**

P.O. BOX 18000 • PENSACOLA, FL 32523-9160

Send your request to the address above.

REPLACEMENT DIPLOMA REQUEST

PCC will provide a replacement diploma in situations where the original is lost or damaged. The name on the replacement diploma must be identical to the name on the original. This form must be notarized. The cost for this service is \$20 per diploma. Telephone, fax, or e-mail requests are not accepted.

Since it may be impossible to duplicate the original, the new diploma will be issued in the format currently used and will bear the signatures of the current institute officers. PCC will process requests for replacement diplomas by placing periodic orders with our diploma vendor. Replacement orders are normally placed with the vendor by the first of each month, with an expected delivery date of six to eight weeks.

Please complete the information below: (preferably in blue or black ink)

Name (Last, First, Middle/Maiden) _____

PCC ID # _____ Dates of Birth _____

Date of Graduation _____ Degree _____

Home Phone Number _____ email address _____

Reason for requesting replacement _____

Please send replacement diploma to:

Name _____

Attn: _____

Address _____

City, State, Zip _____

Credit card # _____ - _____ - _____ Exp Date ____ / ____

Please include your Visa®, MasterCard®, or Discover® card number with the expiration date

I hereby declare the above information is true and correct:

Signature Date

TO BE COMPLETED BY NOTARY PUBLIC:

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me on this ____ day of _____, 20____.

Notary Signature: _____ My commission expires on: _____

Personally Known ____ OR Produce Identification ____ (SEAL)

Type of Identification Produced _____