

**CCBC****Request for Replacement Degree or Certificate**

- \$15 fee for replacement degree or certificate.
- Submit form and payment in person at any campus Bursar's Office or send completed form with payment (check payable to CCBC Bursar) to:

CCBC Bursar
 7201 Rossville Boulevard
 Baltimore, MD 21237

<i>Bursar's Office Use Only</i>	
Date/Initials _____	_____
Receipt # _____	_____

- Requests are processed in approximately seven business days.
- The name on the replacement degree or certificate will be the same as it is recorded in the CCBC student information system at the time it was awarded. *If requesting a different name on replacement credential, submit an official Change of Information form (and supporting documents) to the Enrollment Service Center or Registrar's office and confirm change has been made prior to submitting this form.
- The replacement degree or certificate will be the most current diploma design and include signatures of current CCBC administration.

Please print all information clearly.

I am requesting a replacement degree (circle one): **AAS** **AA** **AAT** **AFA** **AS** **ASE**

Program name _____

I am requesting a replacement certificate

Program name _____

Award date _____

First and last name at time of award _____

*First and last name to appear on replacement credential (if different than above)

CCBC ID# _____ Date of birth _____

Phone number _____ Email address _____

Mail to:

***If this is a new address, submit an official Change of Information form to the Enrollment Services Center or Registrar's office.*

Student name _____

Street address** _____

City State _____ ZIP _____

Student signature _____ Date _____