



**Amarillo College Diploma Reprint Request**

Social Security # or AC ID #: \_\_\_\_\_ Date of request: \_\_\_\_\_

Diploma Name (Note: Must Be Legal Name\*): \_\_\_\_\_

Type of degree: \_\_\_\_\_ Major: \_\_\_\_\_

Graduation term: \_\_\_\_\_ Signature: \_\_\_\_\_

**MAILING ADDRESS FOR DIPLOMA:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

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

In Case Follow-Up Is Needed: Best Contact Phone Number(s): \_\_\_\_\_

**\$15 Diploma Fee Payment Options**

The diploma replacement fee\*\* is \$15.00 per each diploma.

**1. Payment by Check.**

Make your check payable to Amarillo College and submit it with this form.

**2. Payment by Credit Card**

Complete the below information and submit this form to the Registrar's Office.

Credit Card #: \_\_\_\_\_ CSC/CVV/CVC Code \_\_\_\_\_ Expiration date: \_\_\_\_\_

Circle one: Discover      MasterCard      Visa      American Express

**Mailing Address for Form:**

Amarillo College c/o Registrar's Office

P.O. Box 447

Amarillo, TX 79178

\*If applicable, please list your name with either the middle name spelled out or just listed as an initial dependent on how you would like your middle name represented on your diploma.

\*\*Replacement fees are charged to students who misplace their previous diplomas, request multiple diploma copies, or in instances where diplomas are not picked up within a one year period from the point the degree/certificate was processed. Although the original date of graduation will be shown on the diploma, please note that the signatures may be that of the current administration (e.g. current president, dean, etc.).