

# DMACC

## Replacement Diploma Request

Name at time of graduation \_\_\_\_\_

Name as you would like it printed on diploma \_\_\_\_\_

Please Print

Student ID or last four digits of SS number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of graduation \_\_\_\_\_

Program/Degree \_\_\_\_\_

I will pick-up diploma \_\_\_\_\_ Yes \_\_\_\_\_ No, please mail my diploma to:

Street \_\_\_\_\_

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

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

### Payment is due with diploma request.

Cost: Please Check

Diploma only: \$10.00

Diploma & Cover: \$20.00

Method of payment: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_ (list information below)

Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Discover \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 digit security code (back of card) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

### All requests must be signed by student.

Student Signature: \_\_\_\_\_

Please call 515-964-6644 or email [credentials@dmacc.edu](mailto:credentials@dmacc.edu) with questions.

Email request to: [credentials@dmacc.edu](mailto:credentials@dmacc.edu) OR  
Mail to:

DMACC Graduation / Credentials Office  
2006 South Ankeny Boulevard, Building 1  
Ankeny, IA 50023-6391

Credentials Office:

Paid \_\_\_\_\_ Processed \_\_\_\_\_

Comments: