



# DIPLOMA/CERTIFICATE REPLACEMENT ORDER FORM

Complete this form and sign below. PLEASE *PRINT* CLEARLY.

**DIRECTIONS:**

- Please complete and sign the Replacement Diploma/Certificate Order Form
- Make check or money order payable to Victor Valley College in the amount of \$15
- Submit form to the Admissions and Records office, Bldg 52 or mail to:
 

Victor Valley College  
 Admissions & Records  
 18422 Bear Valley Rd  
 Victorville, CA 92395
- Please allow 4-6 weeks for delivery

<b>Last Name (current)</b>			
<b>First Name</b>			
<b>Middle Name</b>			
<b>VVC Student ID or Social Security number</b>		<b>Date of Birth</b>	
<b>Phone number</b>			
<b>Email Address</b>			

**DEGREE/CERTIFICATE INFORMATION:**

<b>Name issued to on original diploma/certificate</b>	
<b>Date of Graduation or Date Certificate Issued</b>	
<b>Degree Major or Certificate Name</b>	
<b>List any graduation honors or PTK</b>	

- Mail to:**
                         
  **Hold for pick up**

<b>Name</b>	
<b>Street</b>	
<b>City, State, Zip Code</b>	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b><i>For Office Use Only</i></b>			
Date Received _____		Rec'd by A&R Initial _____	
Amount Paid _____	Bursar Initial _____	Date Sent _____	