

**INSTRUCTIONS**

Please complete, sign and return form, along with payment to any BMCC location.

**By Mail:** Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801

**By Fax:** (541) 278-5871

**By Email:** [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)



**Note:**

- Your replacement diploma will include your legal name at the time you received your original diploma.
- If you would like to order a BMCC diploma cover you may do so online through the BMCC Bookstore at <http://www.bookstore.bluecc.edu/home.aspx>

**PERSONAL INFORMATION**

BMCC ID \_\_\_\_\_ - \_\_\_\_\_ OR SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Other Last Names Used: \_\_\_\_\_ Email Address \_\_\_\_\_ @ \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Year/s of Attendance: \_\_\_\_\_ *Prior to 1982* \_\_\_\_\_ *1982 or after*

Indicate Below which certificate and or diploma you would like a replacement for:

\_\_\_\_ Certificate: \_\_\_\_\_ Term and Year of Graduation: \_\_\_\_\_

\_\_\_\_ Degree: \_\_\_\_\_ Term and Year of Graduation: \_\_\_\_\_

**COST**

The fee for each replacement diploma is \$5.00

**PAYMENT METHOD**

\_\_\_\_ Check      \_\_\_\_ Cash  
 \_\_\_\_ Credit Card # \_\_\_\_\_  
 Credit Card Expiration Date: \_\_\_\_/\_\_\_\_

**STUDENT SIGNATURE - REQUIRED**

Please process my request as indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE**

Student Records Date Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Processed Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date Replacement Sent: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Processed by: \_\_\_\_\_

**REQUEST FOR REPLACEMENT DIPLOMA FORM**