MOUNT
MERCY ✝
UNIVERSITY

Diploma Replacement Request Form

Instructions:

1. Print and complete the form.
2. Have the form notarized in the space provided. Form must be notarized prior to submission. There is a notary on Mount Mercy's main campus if needed.
3. The diploma replacement fee is $75. Payment can be made by cash or check.
4. Return completed forms to Registrar's Office – Warde 211.

Full Name While Attending Mount Mercy: _____

Current Name: _____

Mount Mercy ID (if known): _____

Name as it Should Appear on New Diploma: _____

Graduation Date:_____ Degree:_____Major(s): _____

Date of Birth:_____ Telephone Number: _____

Delivery Method: Pick Up Diploma ❑   Mail Diploma ❑

Mailing Address: _____ _____ _____
                 Street Address   City, State   Zip

Reason for Request (check one):   _____Original diploma lost*
                                     _____Original diploma destroyed*
                                     _____Name change* (Please return original diploma)
                                     _____Duplicate Copy*

Signature:_____   Date: _____

Signed by and subscribed in my presence this_____day of_____, 20____.

Signature of Notary Public: _____

Registrar's Office Use Only

Date Received: _____

Date Printed: _____

Date Mailed: _____

*Please note that all replacement diplomas will display the most recent graduation date. A note will be included on the diploma indicating that it replaces the original diploma.