



**Tarrant[®]
County
College**

Business Services/Records

Duplicate Diploma Request

STUDENT IS REQUIRED TO COMPLETE THE FOLLOWING SECTIONS

Incomplete forms will NOT be processed. Please allow 2-3 business days for processing.
Please Print Legibly.

**STUDENT
INFORMATION**

| | |
|---------------------|------------------------------------|
| Student ID # or SSN | Degree/Certificate to be reprinted |
| Name | Date of Birth |
| Telephone # | E-mail Address |

**SHIPPING
INFORMATION**

| | | | |
|----------------|-------------------------|-------|----------|
| Contact Name | *Special Notes/Requests | | |
| Street Address | City | State | Zip Code |

**BILLING
INFORMATION**

| | | | |
|--------------------|------------------|-----------------|---------------|
| Credit Card Number | Credit Card Type | Expiration Date | Security Code |
|--------------------|------------------|-----------------|---------------|

AUTHORIZATION

\$30.00 for the reprinting of Tarrant County College diploma

Student Signature – Please charge my credit card the amount indicated above. I understand all financial obligations must be met before my diploma is released.

OFFICE USE ONLY

**Business Service
paid by**

| |
|---------------|
| Staff Member |
| Office/Campus |
| Date |

**Diploma
processed by**

| |
|---------------|
| Staff Member |
| Office/Campus |
| Date |