



OFFICE OF THE REGISTRAR  
 366 Luna Drive • Las Vegas, NM 87701  
 (505) 454-2548 • (800) 588-7232 • FAX (505) 454-5348 • [registrar@luna.edu](mailto:registrar@luna.edu)

### Replacement/Duplicate Diploma Request Form

A replacement or duplicate diploma is printed in the current format showing the graduate's name, degree/certificate earned, designated honors, and date of graduation. All signatures on the diploma will be those of incumbent college officials at the time of request. Allow 2 – 3 weeks for processing.

A fee of \$10.00 is charged for a replacement/duplicate diploma (fee is subject to change)

- Mark for Rush Processing **add \$25.00 (24 hour processing)**
- Mark for Certified Mail **add \$7.00 (standard processing)**

**Complete this form and submit with payment to the LCC Fiscal Office. Once fee is paid Fiscal Office must provide proof of payment by designation below. Once completed and paid for return this form to the LCC Office of the Registrar. If this form is being submitted by mail, complete the form and attach money order for \$10.00 made payable to LCC and mail to address above (personal checks are not acceptable). Payment may also be made by phone with the LCC Fiscal Office by calling 505-454-2506.**

<b>Name at the time of graduation:</b>	
<b>Name you wish to have printed on your diploma/certificate:</b> (If the above name is different than that printed below, legal documentation must accompany this request)	
<b>LCC Student ID#:</b>	
<b>Degree/Certificate Awarded:</b>	
<b>Diploma Mailing Information:</b>	
<b>Mailing Address</b>	
<b>City</b>	<b>State</b>
<b>Zip Code</b>	
<b>Telephone Number (include area code)</b>	<b>Email Address</b>

This form can only be submitted by the student in accordance with the Family Educational Rights and Privacy Act of 1974.

\_\_\_\_\_  
 Graduates Signature \_\_\_\_\_  
Date

<b>Office Use Only:</b>	
Amount Paid: _____ Date : _____	Processed by: _____
Signature of Fiscal Office: _____	Date Mailed: _____