



Request for Replacement/Duplicate Diploma

You must print the form and follow the directions below. Leaving requested information blank may result in processing delays. This is not an electronic form. *Duplicate diplomas may not be purchased at the time of graduation.* Please allow approximately 3-5 weeks for processing.

The signatures of BCM officials on a replacement/duplicate diploma may not be the same as those that appear on your original diploma. The signatures will be of those who are currently in these positions.

NOTE: Cash and credit card payments are not accepted.

Please complete this form and return with your **check or money order**, payable to **BCM** at the following address:

Office of the Registrar **Cost: \$150.00**
Baylor College of Medicine
One Baylor Plaza, MS: BCM365
Houston, Texas 77030

Reason for request diploma:

Lost Damaged Name Change Additional Office Other: _____

NAME (Please PRINT your name exactly as it should appear on your diploma):

FIRST **MIDDLE** **LAST**
(If name requested for the replacement/duplicate diploma is different from the name listed on your official records in our information system, you must provide us with proper documentation (court order, marriage license, etc. for this name change).

Signature: _____ **Email:** _____

Student ID: _____ **Phone:** _____

NOTE: This document must be notarized (verification of graduate's signature/identity).

SEAL **Date Commission expiration date**
Signature of Notary Public

Delivery Instructions:

- Call for pick-up** (we will call you at the telephone listed above)
- Mail to the address below**

Address: _____

Degree Earned: **Date of Graduation:**
Medical School: M.D. _____
Graduate School: Ph.D. *(mm/yyyy)*
Allied Health School: M.S. (*Nurse Anesthesia*) M.S. (*Physician Assistant*) D.N.P. (*Nurse Anesthesia*)