

REQUEST FOR REPLACEMENT DIPLOMA



Replacements: Diplomas which have been lost, damaged, destroyed, or never received may be approved for replacement. Requests for extra diplomas are not approved. Replacement diplomas will bear the signatures of the current officials of Tidewater Community College and the Virginia Community College System. Approved replacement diplomas are sent free of charge.

Name: The name that appeared on the **original** diploma will also be used on the replacement diploma.

Student Name: _____ **TCC ID #:** _____

Diploma Name (if different from name above): _____

Date of Birth: _____

SSN: _____

SSN is not required, but it is recommended to efficiently locate records, particularly for students whose last period of attendance was 2003 or earlier.

Daytime Phone: _____

Email: _____

Degree(s) Received: _____

Month, Date, and Year Degree was Awarded: _____

Mailing Address: _____

Reason for request:

Student Signature (Required): _____ **Date:** _____

Submit completed form to the Office of the College Registrar. Normal processing time is 5-7 business days.

To submit request by **mail:**

To submit request by **fax:** 757-822-1955

Tidewater Community College
Office of the College Registrar
P.O. Box 9000
Norfolk, VA 23509-9000

To **email** a signed and scanned copy: graduate@tcc.edu

Questions?: graduate@tcc.edu or 757-822-1900