



Nashua  
Community  
College

**OFFICE OF THE REGISTRAR**

505 Amherst Street  
Nashua, NH 03063  
Phone: 603-882-6923 Fax: 603-882-8690

**REPLACEMENT DEGREE / CERTIFICATE REQUEST FORM**

(Please allow 4-6 weeks for delivery)

NAME ON ORIGINAL DEGREE/CERTIFICATE: \_\_\_\_\_

ID# @ \_\_\_\_\_

YEAR GRADUATED: \_\_\_\_\_ DEGREE AWARDED: \_\_\_\_\_

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**PAYMENT OPTIONS**

*A \$20.00 processing fee must accompany this form.  
(For diploma replacements only)*

Cash  \*Check  Charge Card #: \_\_\_\_\_  
(Only MasterCard, Visa or Discover)

Expiration Date: \_\_\_\_\_ VCode: \_\_\_\_\_  
Last 3 digits on back of card

**\* Payable to Nashua Community College**

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Do you want us to hold your replacement degree / certificate for pickup? YES NO

MAIL DEGREE/CERTIFICATE TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PLEASE NOTE THE FOLLOWING POLICY**

If someone other than you will be picking up your degree/certificate, they must bring written authorization from you, as well as a picture ID, to be able to pick up your degree/certificate from our office.