

CERTIFICATE/DIPLOMA REPRINT REQUEST FORM

1. Attach a copy of your picture ID.
2. Include a check or money order made out to San Joaquin Delta College for \$10.00 per reprint.
3. Complete the following:

SSN: _____ Year & semester certificate/diploma was earned (if known): _____

CLEARLY PRINT your name exactly as you wish it to appear on certificate/diploma:

Mailing address: _____

City: _____ State _____ Zip _____

Daytime Phone: (_____) _____ Email: _____

4. Send this form and payment to:
 San Joaquin Delta College
 Attn: Evaluations Office
 5151 Pacific Avenue
 Stockton CA 95207
5. Note that all holds on your records must be cleared before reprint can be released. Allow 2 - 3 weeks for delivery.
6. To have someone else pick up your diploma/certificate reprint:
 Make a photocopy of your picture ID.
 On the above copy - write "I give permission to _____ to pick up my reprint".
 Sign and date the above copy and give to the designated person.
 The designated person will bring the copy and their picture ID to Holt 101 - Admissions.

For Office Use Only:

Degree:	Honors:	Date Earned:

Certificate:	Date Earned: