

# 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:

Last four digits of your SSN#: \_\_\_\_\_ Delta ID# (if known): 98-\_\_\_\_\_

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

\_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Other name(s) used at Delta: \_\_\_\_\_

\_\_\_ Degree \_\_\_ Certificate (Check one) Term degree/certificate awarded (if known): \_\_\_\_\_

Name of degree/certificate: \_\_\_\_\_

4. Send this form and payment to:  
San Joaquin Delta College  
Attn: Evaluations Office  
5151 Pacific Avenue  
Stockton CA 95207

5. 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 for \_\_\_\_\_ to pick up my reprint".  
Sign and date the above copy and submit to the address above.  
The designated person must present their picture ID to Holt 101 - Admissions.

6. Make copies of this form for each reprint.

Note:  
All holds on your records must be cleared before reprint can be released.  
Allow 2 - 3 weeks for delivery.

---

**For Office Use Only:**

Degree/Certificate:	Honors (for degree):	Date Earned:

Date Ordered: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Mailed: \_\_\_\_\_