



Application for Diploma Replacement

Full Name (When you attended college)

Dallas College ID #

Mailing Address: Street (No PO box)

Apt#

City

State

Zip Code

E-mail

Phone Number

Full name of the degree/certificate you received

MM/YY of Award

Name as you would like it to appear on your diploma

Date of Birth MM/DD/YYYY

Replacement Diploma Criteria

You must submit the following along with the application:

- **Notarized** letter explaining why a diploma replacement is needed; include your name, ID number, mailing address, and phone number.
- **Receipt** from the Cashier's Office for \$25.00 for diploma replacement.

Please contact the Dallas College Cashier's Offices for payment methods:

Brookhaven 972-860-4819
Eastfield 972-860-7093
El Centro 214-860-2044
Mountain view 214-860-8709
Northlake 972-273-3311
Richland 214-890-3874

Your diploma/certificate will be mailed to the address you provided above. Lost or damaged diploma/certificate will not be replaced.
