

**Fort Scott Community College**  
**Duplicate/Replacement Diploma Request Form**

Registrar's Office  
2108 S Horton  
Fort Scott, KS 66701  
Telephone: (620) 223-2700 ext. 3560/3580  
Fax: (620) 223-4927  
Email: taylorw@fortscott.edu

**Complete all items and return to the above address.**

Name (Last, First, Middle Int.): \_\_\_\_\_

Student ID (if known): \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ / \_\_\_

Mailing Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name used when diploma was originally issued: \_\_\_\_\_

Name as you wish it to appear on diploma: \_\_\_\_\_

*Note: Once the student has left FSCC, names can only be changed on a diploma by a court order or divorce decree.*

Degree awarded: \_\_\_\_\_

Date degree awarded: \_\_\_\_\_

The cost of a duplicate/replacement diploma is \$10.00

Method of Payment:

- Cash
- Check (payable to Fort Scott Community College)
- Credit Card (Visa/MasterCard) (This information can only be provided in person or over the phone. Business Office: 620-223-2700 ext. 5090)

*Payment must accompany your request. Upon receipt of your request, the processing time is normally 10-12 weeks. A duplicate/replacement diploma request will not be processed for any student who is delinquent to the college.*

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

*The parties agree that this agreement may be signed electronically. The parties agree that the electronic signature appearing on this agreement is the same as a handwritten signature for the purposes of validity, enforceability, and admissibility.*