

# REQUEST FOR REPLACEMENT DIPLOMA



**Replacements:** Diplomas which have been lost, damaged, destroyed, or never received may be approved for replacement. Requests for extra diplomas are not approved. Replacement diplomas will bear the signatures of the current officials of Tidewater Community College and the Virginia Community College System. Approved replacement diplomas are sent free of charge.

**Name:** The name that appeared on the **original** diploma will also be used on the replacement diploma.

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**Student Name:** \_\_\_\_\_ **TCC ID #:** \_\_\_\_\_

**Diploma Name** (if different from name above): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

SSN is not required, but it is recommended to efficiently locate records, particularly for students whose last period of attendance was 2003 or earlier.

**Email:** \_\_\_\_\_

**Degree(s) Received:** \_\_\_\_\_  
\_\_\_\_\_

**Month, Date, and Year Degree was Awarded:** \_\_\_\_\_

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

**Reason for request:**

**Student Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Submit completed form to the Office of the College Registrar. Normal processing time is 5-7 business days.

To submit request by **mail:**

To submit request by **fax:** 757-822-1955

Tidewater Community College  
Office of the College Registrar  
P.O. Box 9000  
Norfolk, VA 23509-9000

To **email** a signed and scanned copy: [graduate@tcc.edu](mailto:graduate@tcc.edu)

**Questions?:** [graduate@tcc.edu](mailto:graduate@tcc.edu) or 757-822-1900