



# Replacement Diploma Request

Students who wish to request a replacement diploma must complete and sign this form. A replacement diploma may be issued for a deceased student with valid documentation of the student's death. Mail this form with payment of \$25 :

University of Maine Machias  
Registrar's Office  
207 Powers Hall  
Machias, ME 04654

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name at Graduation: \_\_\_\_\_

**Degree Information:**

Name as it should appear on the diploma: \_\_\_\_\_

Degree earned: \_\_\_\_\_

Major(s): \_\_\_\_\_

Date of graduation: \_\_\_\_\_

**Contact Information (to mail diploma):**

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

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

Telephone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Diploma for Deceased student (include required documentation\*):**

Requestor's Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\* A death certificate and documentation verifying requestor's relationship to deceased must be provided. This could be a form of a birth certificate or a legal document naming the requestor as the deceased's Personal Representative.

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