



## APPLICATION FOR DUPLICATE OR REPLACEMENT DIPLOMA

- This form must be submitted to request duplicate or replacement diplomas.
- If submitting this form digitally, **SAVE THIS FORM BEFORE SENDING. DO NOT LEAVE FIELDS BLANK. INCOMPLETE FORMS WILL CAUSE DELAYS.**
- Send as attachment from your student account to [admissions@cfk.edu](mailto:admissions@cfk.edu), stop by during business hours with the completed application or mail the completed application to "The College of the Florida Keys, Attn: Enrollment Services, 5901 College Road, Key West, FL 33040"
- Fees will be assessed within 1-2 business days and must be paid before release of documents. You may pay in person, via telephone (305) 809-3186, or mail a check or money order. Checks should be made out to "CFK".

**Please check one:**

- I am requesting a duplicate diploma.**
- I am requesting a replacement diploma with a name change.**
  - **If Name Change:** You must include a copy of photo ID and an CFK Change of Personal Information form.

CFK Student ID (if known):		Date of Birth:	
Last Name:	First Name:	Middle Name	Suffix
Address the Diploma Will be Mailed to:			Apartment #:
City:	State:	Zip Code:	
Phone Number:		E-mail:	
Please print your name EXACTLY as you want it to appear on your diploma:			

Degree/Certificate Awarded:
Month & Year Awarded:
Name at time of Degree/Certificate:
Please list all previous names:

- Please submit a \$25 fee payable to The College of the Florida Keys for each duplicate or replacement diploma.
- Allow 4-6 weeks for delivery, unless this form is submitted at the same time as the original *Application for Graduation*.
- All duplicate or replacement diplomas will be mailed. Pick-up and rush orders are not an option.
- If you have not been in attendance since fall 2000, archived records may take longer to locate.

Student Signature:	Date:
Amount Enclosed:	Number of Copies: