



# OHIO UNIVERSITY

## REPLACEMENT DIPLOMA AND \*CERTIFICATE REQUEST

Office of the University Registrar  
1 Ohio University  
Chubb Hall  
Athens, OH 45701

### Replacement Diploma and Certificate

- A replacement diploma or certificate will be issued if a **notarized statement** is sent to the Office of the University Registrar attesting that the original diploma or certificate was lost, destroyed, never received, or if the student had a legal name change.
- The name printed on the replacement diploma or certificate will be the same as the name printed on the original diploma or certificate unless there is a legal name change. *If there is a legal name change, the original diploma or certificate and copies of any court documents must be returned with this notarized statement.*
- The replacement diploma or certificate will carry the **current** titles and signatures of all University officials.
- The notation "Official Replacement" will appear at the bottom of the replacement diploma or certificate.
- The cost of **each** replacement is \$15.00. Check or money order should be made payable to Ohio University. Please allow six weeks for delivery of the replacement. Send your request to the address above. Please call 740.593.4196 or email us at [graduation@ohio.edu](mailto:graduation@ohio.edu) for assistance.

**\*Note:** Replacement certificates will only be issued to students who graduate from Ohio University Fall Semester 2019-20 or after.

Identification Number (PID or OHIO ID): \_\_\_\_\_

Name on Original Diploma/Certificate:

\_\_\_\_\_  
First Middle Last

Current Mailing Address:

\_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

### DEGREE/CERTIFICATE

#### AWARDED

Bachelor's

Master's

Doctoral

Medical

Certificate

### GRADUATION TERM & YEAR

Fall \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

### Notarized Statement for Replacement/Change of Name:

**Please check one of the following:**

My original diploma or certificate was lost or destroyed. (Please return any remains of your original diploma or certificate.)

My original diploma or certificate was never received.

My name has been legally changed, and I am requesting that my name be changed from

\_\_\_\_\_ to \_\_\_\_\_

**(PLEASE RETURN ORIGINAL DIPLOMA/CERTIFICATE)**

I, \_\_\_\_\_ hereby request a replacement diploma or certificate and attest that the information indicated is accurate and I do not owe any money to Ohio University.

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

Signed by and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expiration Date