

Moorpark College



Duplicate Degree/Certificate Request

A \$10.00 processing fee is assessed for a duplicate copy of your degree and/or certificate. To request a duplicate degree, please complete this form and submit the form and the \$10.00 processing fee to the Admissions and Records Office. All requests must be either mailed with payment (check or money order) or submit this request in person to the Admissions and Records Office. ***If you are mailing your request, please attach a copy of your picture ID.*** The processing time is two to three weeks. Please make all checks payable to Moorpark College.

Please Note: All duplicate degrees and certificates will include the word duplicate. Any outstanding fees and/or holds need to be cleared prior to submitting this request.

Student's Name _____
(Please print) **Last** **First** **Middle Initial**

Student ID/SSN _____ **D.O.B.** _____

Phone number: _____

Address _____

City **State** **Zip Code**

Type of request: Degree (AA/AS) Certificate of Achievement

Major: _____

Semester received: _____

Once ready, do you want the degree/certificate: Mailed I will pick up (2 to 3 Weeks)

Signature _____ **Date** _____

-----For Office Use Only-----

Received by _____ Date _____

Date Processed _____