Duplicate Degree/Certificate Request Form

Processing Types and Fees:

- Regular Delivery - $10.00 per copy - mailed within 2 weeks.
- Pick-up processing - $10.00 per copy - students pick-up degree/certificates at the college where awarded.

Complete the form and submit to the appropriate college:

Admissions & Records **Berkeley City College** **2050 Center St.** **Berkeley, CA 94704**	**Admissions & Records** **College of Alameda** **555 Ralph Appezzato Memorial Pkwy** **Alameda, CA 94501**	**Admissions & Records** **Laney College** **900 Fallon St.** **Oakland, CA 94607**	**Admissions & Records** **Merritt College** **12500 Campus Dr.** **Oakland, CA 94619**

Requests will not be issued/processed if any of the following criteria are not met:

- Signed and dated request form
- A mailed request must have payment included. Check or money-orders only. ***Do NOT mail cash or credit card information.***
- All Peralta debts must be paid and all holds, including financial holds, must be cleared before requests can be processed.

STUDENT INFORMATION:

Print clearly: **Did you attend prior to Fall 1970?** ☐ **YES** ☐ **NO**

Name: _____
Last *First* *M.I.*

Other names used at Peralta: _____

Student ID: _____

Address: _____
No. & Street *City* *State* *Zip Code*

E-mail: _____ **Phone:** _____

DEGREE/CERTIFICATE INFORMATION:

Degree/Certificate	Major	College Awarded:	Term & Year	# of Copies

SEND DEGREE/CERTIFICATE TO:

Select the Processing Type: ☐ ***Mail** ☐ **Pick-Up**

** Admissions & Records is not responsible for delivery of the degree and if not delivered by U.S. mail student will have to cover the cost of reordering.*

MAIL TO: _____

Address: _____
No. & Street *City* *State* *Zip Code*

X _____ _____
Student Signature ***Date***

ADMISSIONS & RECORDS/CASHIER OFFICE USE ONLY

PROCESSED: ☐ **YES** ☐ **NO** **REASON:** _____

☐ **MAIL** ☐ **PICK-UP** **Amount Due:** $_____ **Amount Paid:** $_____ ☐ **CHECK** ☐ **MONEY ORDER**

X _____ _____ **X** _____ _____
A&R Initials ***Date*** ***Cashiers Initials*** ***Date***