

**Diploma Request Authorization Form**

**Submit form to:** Office of Registration & Records, NDSU Dept. 2801, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8959

A diploma replacement service is provided by the Office of Registration and Records for individuals who need to replace a lost or destroyed diploma or may have a need for an additional diploma. **The replacement cost is \$25 and standard processing and delivery time is 4-6 weeks after receipt of payment.** For more information and to place your order, please visit [www.ndsu.edu/registrar/records/diplomas](http://www.ndsu.edu/registrar/records/diplomas). Both an order and the authorization form are required to process a duplicate diploma request.

I, (please print full name) \_\_\_\_\_, the undersigned, hereby authorize NDSU to release my diploma as requested to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name on your diploma at time of graduation

\_\_\_\_\_  
Month/Date of Birth

\_\_\_\_\_  
Term/Semester of Graduation

\_\_\_\_\_  
Phone Number

Requests for diploma replacements for deceased alumni by a spouse or child will be considered if accompanied by the written request noted above, an explanation of the circumstances, a death certificate and/or obituary, and documentation of the relationship. NDSU reserves the right to determine whether such a replacement is possible and appropriate.