



**DIPLOMA REORDER FORM**

(Completed form must be returned to the student's Academic Dean's Office.)

Three conditions must be met before a revised diploma can be ordered:

1. The graduate must return the original diploma.
2. Although the original date of graduation will be shown, the graduate must agree to accept the current diploma format concerning facsimile signature (e.g., president, dean, etc.)
3. The graduate must pay the appropriate diploma fee of \$20.00.

Send diploma to:

Name	Name as it should appear on the diploma
Social Security Number	Street Address
Phone Number	City State Zip

**Complete the statement below only if original diploma has been lost or destroyed.**

**Notary Statement for Loss of Diploma**

Before me, the undersigned authority, a Notary Public in and for \_\_\_\_\_  
 County, State of \_\_\_\_\_ personally appeared \_\_\_\_\_  
 known to me and who after being duly sworn deposes and says that the original diploma awarded by  
 Texas Tech University for the degree \_\_\_\_\_  
 in (Major) \_\_\_\_\_ (College) \_\_\_\_\_  
 Dated \_\_\_\_\_ has been lost or destroyed on or about \_\_\_\_\_  
 under the following conditions: \_\_\_\_\_  
 and further states that the above person does not know the existence or whereabouts of the original  
 diploma.

Signed: \_\_\_\_\_

Subscribed and sworn before me on this day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public  
 State of \_\_\_\_\_ County of \_\_\_\_\_  
 My commission expires: \_\_\_\_\_.