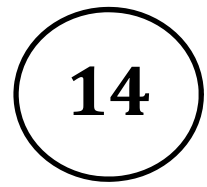


ODESSA COLLEGE



Records Office
201 W. University
Odessa, TX 79764
Ph. 432.335.6404
Fax 432.335.6303

Diploma/Certificate Reprint Request

Diploma/Certificate replacement fee is **\$15.00**. Overnight delivery fee is an additional **\$25.00**. Please contact the Cashier's Office at (432) 335-6419 to make payment.

Receipt Number: _____ Amount paid: \$ _____

OC ID # or Date of Birth: _____ Date of request: _____

AA AS AAS AAGS Certificate of Technology Certificate of Completion
Major: _____ Graduation term: _____

* LEGAL Name as it will appear on the diploma: _____

Current Mailing Address: _____
(Street or P.O. Box)

(City) (State) (Zip)
Phone: (____) _____ Email: _____
Cell Home Work

Please call me when my diploma or certificate is ready for me to pick up
Please mail to address above (standard mail, unless \$25.00 additional, overnight fee has been paid)
Please update my mailing address in the Odessa College files to my address above

*** Please note: If your name has changed since you last updated our files, please complete the Demographic Change form and submit with required supporting documentation. Failure to complete this step will result in your reprint displaying your name as it exists in our files.**

Graduate's Signature: _____ (mandatory)

PLEASE INCLUDE A COPY OF YOUR CURRENT PHOTO ID TO VERIFY YOUR IDENTITY/SIGNATURE.

Although the original date of graduation will be shown, the signatures will be that of the current administration (i.e., president, chairman of the board).

RECORDS OFFICE:

Received by: _____ Date: _____ Processed by: _____ Date: _____