



**REQUEST FOR DUPLICATE CERTIFICATE/DIPLOMA**  
(ONE FORM PER DIPLOMA OR CERTIFICATE)

NAME: \_\_\_\_\_

STUDENT ID# or SS#: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Name as it appeared on Certificate or Diploma: \_\_\_\_\_

Major: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

The cost of ordering a duplicate diploma is \$7.50 per certificate/diploma and additional \$5.50 to cover cost of mailing Certificate/Diploma by certified mail.

**Mail-in request process:** Payment can be made by submitting form with check or money order, made payable to: Los Angeles Trade-Technical College.

**Emailing request process:** Request can be emailed to [graduationapp@lattc.edu](mailto:graduationapp@lattc.edu) and payment made at [businessoffice@lattc.edu](mailto:businessoffice@lattc.edu). Payment receipt will be required with submission of request form.

The Certificate/Diploma will bear the signature of the current officials of the District and College.

Please allow 10 business days to process your request. Your duplicate diploma will be mailed to the mailing address you provided above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_