



NAVARRO COLLEGE

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DIPLOMA RE-PRINT REQUEST FORM

CORSICANA CAMPUS FAX: (903)875-7353 3200 W. 7TH AVENUE, CORSICANA, TX 75110

Instructions for processing your request (Please print clearly in blue or black ink):

- Please allow three (3) business days for your request to be processed.
- You must have photo identification (driver's license or student ID card) when picking up diploma(s) at the counter, or faxing in request.
- A payment to be made to the Cashier's Office of **\$10.00 for each diploma(s)**.
- Cashier's Office (903) 875-7322 or (903) 875-7699.

Please provide all current information:

Student ID or Social Security #: _____ Number of Copies Requested _____

Student Name: _____ Former Names: _____

Years Attended at Navarro: _____ Degree Earned: _____

Current Address: _____
(Street or PO Box) (City) (State/Zip) (County)

E-mail: _____

Phone Number: _____

Student Signature: _____

Please Send Diploma(s) To:

- CORRECT AND LEGIBLE ADDRESS IS THE REQUESTOR'S RESPONSIBILITY

Office/Person: _____

Mailing Address: _____
(Street or PO Box) (City) (State/Zip) (County)

FOR COLLEGE USE ONLY

Processed by: _____ Date: _____

If your diploma re-print is not being printed or released for the following reason(s):

- Financial obligation to the College, please call (903) 875-7322
- Library obligation for materials and/or fines, please call (903) 875-7442
- Other obligations to the college, please call the Registrar's Office (903) 875-7700

PLEASE RE-SUBMIT YOUR REQUEST AFTER YOU HAVE SATISFIED YOUR OBLIGATION TO THE COLLEGE. THANK YOU.