

### Duplicate Diploma Request Form

ATCC  
Attn: Registrar's Office  
1601 Jefferson Street  
Alexandria, MN 56308

Registrar's Office: 320-762-4650  
Business Office: 320-762-4530  
Fax: 320-762-4430  
Email: [records@alextech.edu](mailto:records@alextech.edu)

A \$10.00 fee is charged for each duplicate diploma requested – payment must be made prior to the duplicate diploma being mailed. Duplicate Diplomas are mailed out within 1-3 weeks from receipt of request. **Duplicate diplomas will not be sent until all financial obligations and holds at the college are cleared.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Name (if different from above) while attending college: \_\_\_\_\_

Social Security # or Star/Tech ID: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Dates of attendance \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_

Please mail to (include complete address and specific person/department if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The college is asking you to provide information that includes private information under State and Federal law. The information is optional; however, if you refuse to provide some or all of the optional information, the college may not be able to process your request.

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Office use only: Duplicate Diploma processed by/date: \_\_\_\_\_