



# Lost Diploma/Certificate Declaration

Submit this form if you selected **Option C** on the Replacement Diploma/Certificate Request stating that your original diploma/certificate has been lost, stolen or destroyed.

Only an original completed copy, bearing your signature and the seal and signature of a Notary Public or Commissioner Oaths, will be accepted.

Digital copies or photocopies of this form will not be accepted.

## Declaration

Realizing that my original diploma/certificate is a legal document, I understand that under normal protocol I may not receive a replacement until I have provided the Records Office with an original copy for destruction. This declaration confirms why my original diploma/certificate is not being returned with my Replacement Diploma/Certificate Request form.

I, \_\_\_\_\_ hereby declare that my original diploma/certificate has been lost, stolen, or destroyed and is  
PRINT FULL NAME

no longer in my possession. Below is a brief explanation of how the diploma/certificate was lost or destroyed:

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Graduate's Signature

Date (Month/Day/Year)

## Student Information

Student Name

Date of Birth

Telephone

E-mail

## For Office Use Only

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

- Academic requirements met  
 Financial requirements met

## Notary Public or Commissioner for Oaths

Complete the information below and affix seal/stamp

Name (Print Clearly)

Street Address

City, Province/State, Postal/Zip Code, Country

Signature

Date (Month/Day/Year)