



Office of Registration & Student Records
 400 Paramus Road
 Paramus, NJ 07652-1595
 Email: regoffice@bergen.edu
 Site: <https://bergen.edu/registration/>

DUPLICATE DIPLOMA REQUEST FORM

Form Instructions

1. **Processing Fee:** A payment of \$25 is required for a duplicate diploma.

2. **Methods of Payment:**

**Checks or money orders* can be mailed along with this completed form to:

**Bergen Community College
 ATN: Registration Office
 400 Paramus Road,
 Paramus, NJ 07652-1595.**

Payments made by cash must be processed through the **Bursar's Office, One-Stop, Pitkin Education Center, at the College's Main Campus in Paramus, NJ. Checks or money order payments also accepted in person.*

3. **Processing Time:** Please allow 2 to 4 weeks for delivery of the duplicate diploma.

Please complete the below requested information.

All fields are required.

Full name: _____

(If last name was different at time of attendance, please indicate)

Bergen Student ID Number: _____

(If missing Bergen Student ID#, please provide the last 4 digits of SSN and Date of Birth)

Date Graduated: _____

Type of Degree Earned: _____

Current Address: _____

Phone Number: _____

Email Address: _____

(An email will be sent once your order has been processed.)

Please check if you prefer to pick diploma up in person _____

Student Signature: _____ **Date:** _____