



Office of Registration & Student Records  
 400 Paramus Road  
 Paramus, NJ 07652-1595  
 Email: [regoffice@bergen.edu](mailto: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 credit card or cash must be processed through the **Bursar's Office, One-Stop, Pitkin Education Center**, at the College's Main Campus in Paramus, NJ.*

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

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***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:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_