

Duplicate Diploma/Certificate Request Form

Student ID/SSN _____ Date _____

Full Name _____ D.O.B. _____

Maiden/Other Names _____

Present Address _____ City _____ State _____ Zip _____

First year attended BCC _____

Send my diploma/certificate to: _____

If you choose to pay by credit card we will need the following information:

Type of card _____ (Butler does not except American Express)

Card Number _____ - _____ - _____ - _____ exp _____ securtiy code _____

**\$5 FEE PER Diploma/Certificate
Diploma/Certificate will not be sent until fee is paid**

Student's Signature _____

You may mail your request to the following address:

Butler County Community College

Registrar's Office

901 S. Haverhill Rd

El Dorado, KS 67042

(316)733-3123

You may fax your request to the following number:

316-323-6891 or

316-218-6891 (Toll Free from the Wichita area)

****If you choose to fax your request you will need to include a credit card or a debit card number on your fax, as we must receive the request and payment at the same time.**