



Christian Bible College & Seminary
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Blue Springs, MO 64014
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816-228-3720

REQUEST TO REISSUE DIPLOMA, TRANSCRIPT OR CERTIFICATE

Please Print or Type

Name _____
Last First Middle Suffix (e.g., Jr.)

Mailing Address _____ E-mail _____

City _____ State _____ ZIP _____ Country (if not U.S.) _____

Date of Graduation _____ Student # (if known) or SSN _____ Date of Birth _____

Degree (e.g., Ph.D., Certificate) _____

REASON FOR REQUEST

Please Print or Type

- My previous diploma, transcript or certificate was damaged. I have attached or enclosed my previous diploma, transcript or certificate.
- My previous diploma, transcript or certificate was lost or destroyed. The circumstances of the loss or destruction are: _____

Use a separate form for each diploma, transcript or certificate. Please allow 2 weeks from time of receipt for processing.

The name on your document will match your name in our records. If you are requesting a reissued diploma, transcript or certificate because you changed your name, do not use this form. Instead, use our Petition for Name Change After Graduation.

When my diploma, transcript or certificate arrives:

- Please mail it to...

Address _____

FEES & PAYMENT

Optional diploma/certificate reissue fee is \$25 per diploma. Transcript fee \$10 per copy. Check or money order payable to CBCS. Returned checks due to insufficient funds will result in a service charge of \$30.00.

Visa / MasterCard / Discover Card No. _____

Expiration Date _____

CERTIFICATION

I declare under penalty of perjury that the foregoing information is true and correct and that all documents that I have attached or provided along with this petition are originals or genuine copies of the originals.

Signature _____ Date _____

Signature must match requested name change

We require you to notarize this form or provide a copy of your state issued photo id. Please remember to include attachments.