



OFFICE OF THE REGISTRAR

**REPLACEMENT DIPLOMA ORDER FORM**

To obtain a replacement diploma, please complete the form below and submit with the \$50 replacement fee (check or money order only). Requests cannot be honored from those students whose financial and academic records at the college are not in good standing. The replacement diploma will be printed on paper currently in use including signatures of the current President of the College and Chairman of the Board of Trustees. Please allow at least six to eight weeks for processing.

| <b>Degree/Diploma Information</b>   |        |                         |         |
|---|--------|-------------------------|---------|
| Full name when you attended Williams:   |        |                         |         |
| First   | Middle | Last                    |         |
| Street Address  |        |                         |         |
| City  | State  | Zip                     | Country |
| Phone/Cell Number   |        | Email Address           |         |
| Year Graduated  |        | Degree and Major Earned |         |
| Social Security Number<br><i>(Your SS# is being requested because it is a unique identification number that is maintained for the purpose of assurance that the correct student record is being updated.)</i> |        |                         |         |

| <b>Replacement Order Information</b>  |
|---|
| <p><b><u>PRINT YOUR NAME EXACTLY AS YOU WISH FOR IT TO APPEAR ON YOUR NEW DIPLOMA.</u></b> <i>Due to the danger of identify theft, persons who wish to change their first, middle or last name on their diploma must provide a copy of the marriage license, a court order, or a dissolution decree certifying their name change. Please send a copy of one of these documents with your request. We cannot accept a copy of your current driver's license or social security card.</i></p> |
| Name  |
| Mailing Address   |
| Signature (Required)  |
| Date  |

| <b>Return Order Form</b>  |
|---|
| <p>RETURN THIS FORM TO:<br/>           Williams Baptist College<br/>           Office of the Registrar<br/>           P. O. Box 3735<br/>           Walnut Ridge, AR 72476</p> <p><i>Please include your check payment or money order payable to Williams Baptist College, along with any required documentation.</i></p> |