



Office of the Registrar  
800 University Drive  
Maryville, MO 64468  
Telephone: 660-562-1151  
Fax: 660-562-1993  
registrar@nwmissouri.edu

## REQUEST FOR REPLACEMENT DIPLOMA

- The student name listed on a diploma or certificate must match a name on file in the University's student information system.
- Information on adding or changing a name in the system is available on the Registrar's website at the following link: [Legal Name Change Request](#).
- A reissued diploma/certificate fee will be charged in accordance with the current Fee Schedule (\$35). Please include a check payable to Northwest Missouri State University.
- Diplomas can be reissued for graduates of Northwest Missouri State University and the Missouri Academy of Science, Mathematics and Computing. We are not able to reproduce diplomas for Tarkio College or Northwest Missouri Community College/Platt College.
- Reissued diplomas will include the phrase "Upon request of the awardee, this document has been issued to replace the original which was lost or destroyed."

Student ID #: 919 \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Year: \_\_\_\_\_

Major/Minor Awarded: \_\_\_\_\_

Name as it should be printed on diploma: \_\_\_\_\_

Signature: \_\_\_\_\_