



# REQUEST FORM FOR DUPLICATE CERTIFICATE OF ACHIEVEMENT

SMC Admissions & Records Office

FOR OFFICE USE ONLY

Rec'd by: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

PLEASE PRINT CLEARLY

LAST NAME:	NAME:	MIDDLE:	SMC ID#
OTHER NAME(S) THAT MAY APPEAR ON YOUR RECORD:		DATE OF BIRTH (MM/DD/YYYY):	TELEPHONE NUMBER:
SIGNATURE:		DATE (MM/DD/YYYY):	

DATES OF ATTENDANCE:			
CERTIFICATE OF ACHIEVEMENT:	YEAR GRADUATED:	QTY:	FEE: \$ 20 X EACH =
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			TOTAL: \$

### MAILING ADDRESS:

STREET ADDRESS:		APT. No.:
CITY:	STATE:	ZIP CODE:

EMAIL ADDRESS:
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There is a \$20.00 non-refundable fee for each duplicate ordered. Please include a check or money order, payable to Santa Monica College, and submit to the Admissions & Records Office at the following address:

**Santa Monica College  
Admissions & Records Office  
1900 Pico Blvd.,  
Santa Monica, CA 90405**

Please allow 4 to 6 weeks (after receiving the request) for processing time.

Please check one:

Mail Certificate

Pick up Certificate

FOR OFFICE USE ONLY:	GRAD DATE	MAJOR	HOLDS	PAID	MAIL OUT DATE
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