

**NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY  
ORDER FORM FOR REPLACEMENT OF DIPLOMA**

*(This Document must be Notarized)*

Please print and complete the following form. Send, along with payment, to the Office of the Registrar.

**Highlighted information is required information, your request will not be processed without the required information.**

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**Person Information:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

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**Diploma Information:**

Name on Original Diploma \_\_\_\_\_

Degree and Major \_\_\_\_\_

Degree Date \_\_\_\_\_ Honors Awarded (if applicable) \_\_\_\_\_

*(Allow 1 to 2 weeks for processing following request.)*

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**Please check one of the following:**

**Number of duplicate copies of diplomas being requested?** \_\_\_\_\_

\_\_\_\_\_ My original diploma was lost.

\_\_\_\_\_ I would like a duplicate diploma.

\_\_\_\_\_ My original diploma was destroyed.

\_\_\_\_\_ Need a new diploma that is Apostilled.  
(takes approximately 4-6 weeks)

\_\_\_\_\_ My original diploma was never received.

**Country and town; or State and city that the Apostilled  
diploma will be  
going?** \_\_\_\_\_

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**Notarized Statement for Replacement Diploma:**

I, \_\_\_\_\_, hereby request a replacement diploma and attest that the  
above information is accurate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signed by and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expiration Date