

PLEASE READ AND ABIDE BY THE FOLLOWING:

Parchments are issued only in their original form. Copies are not available. Replacements for lost or damaged parchments will be issued by the Registrar upon receipt of a signed and dated letter with an explanation of what happened to the original parchment. If the replacement is for a damaged parchment, the original will be returned. From Policy F1001: [www.langara.bc.ca/registration-and-records/pdf/F1001.pdf](http://www.langara.bc.ca/registration-and-records/pdf/F1001.pdf)

TO BE COMPLETED BY STUDENT:

FULL NAME: \_\_\_\_\_

LANGARA ID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

INSTRUCTIONS (check one):

Pick Up  Regular Mail

If not picking up:

Mail to above address  Mail to following address

MAIL TO ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

NAME OF CREDENTIAL AWARDED:

YEAR OF GRADUATION:

\_\_\_\_\_

PAYMENT METHOD (check one):

Cash  Cheque  Visa  Mastercard

Name on card:

\_\_\_\_\_

Card #:

Expiry:

\_\_\_\_\_

Cardholder's Signature:

\_\_\_\_\_

NOTE: Please write an explanation of what happened to the original parchment on the back side of this form. Replacement requests will not be processed without an explanation of what happened to the original.

OFFICE USE ONLY:	
Processed by:	Date:

