



DUPLICATE/REPLACEMENT PARCHMENT REQUEST

Use this form to request an official re-print of your NLC parchment.
See Page 2 for detailed instructions.

* indicates a required field

| | | | |
|--|-------------------------------|--------------|--|
| Student Information | Legal last name * | First name * | NLC Student Number * |
| | Previous name (if applicable) | | Birthdate (yyyy/mm/dd) * |
| | Current mailing address * | | City * |
| | Province * | Country * | Postal code * |
| | Email * | | Phone Number * |
| Would you like us to update your current mailing address on file with the above details? * | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|------------------------|---|--|
| Request Details | Name of NLC program you graduated from * | Graduation year * |
| | Parchment Order * <ul style="list-style-type: none"> Processed within 10 business days # of re-prints _____ X \$25 + GST per re-print | Delivery Method (choose <u>one</u> only) * <ul style="list-style-type: none"> <input type="checkbox"/> Mail to my address above <input type="checkbox"/> I will pick up at _____ campus (photo ID required) <input type="checkbox"/> Send to the destination information below |

| | | | |
|-------------------------|---|-------------|---------|
| Destination Info | Send replacement parchment to: | | |
| | Name of individual and/or organization: | | |
| | Address | | |
| | City, Province/State | Postal Code | Country |

| | | |
|------------------|---|--------------|
| Signature | Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. NLC considers falsified requests to be fraudulent. Your signature indicates you are requesting an official re-print of your NLC parchment and the information you provided on this form is correct. | |
| | <hr/> Student Signature * | <hr/> Date * |

| | | |
|--|--------------------------|------------------------|
| Campus Services Use Only | | |
| Campus Services Clerk <ul style="list-style-type: none"> <input type="checkbox"/> Ensure form is complete <input type="checkbox"/> Update mailing address in Colleague if applicable <input type="checkbox"/> CERTR non-A/R code (04) for payment <input type="checkbox"/> Scan and send form to Student Records | Processed by (initials): | Date payment received: |

| |
|---------------------------------|
| Student Records Use Only |
| Notes |

DUPLICATE/REPLACEMENT PARCHMENT REQUEST

A duplicate/replacement parchment is an official re-print of your credential. Official re-prints look almost exactly like an original parchment, with a notation that says “Duplicate of original issued month/year” in small print along the bottom front.

Allow 10 business days for processing. All required fields on this form must be completed; incomplete requests will result in processing delays.

Submit your Duplicate/Replacement Parchment Request form using one of the following options:

- In person at any Campus Services office
- By scanning and emailing to records@nlc.bc.ca
- By faxing to (250) 782-5233
- By mailing to:

*Office of the Registrar
Attention: Graduation Requests
Northern Lights College
11401 – 8th Street Dawson Creek BC V1G 4G2*

Make your payment for your request using one of the following options:

- In person at any Campus Services office
Debit, credit card, and cash payments accepted
- By phone (866) 463-6652
Credit card only

Regulations and procedures regarding duplicate/replacement parchments

- i. Duplicate/replacement parchments will only be issued if you have successfully graduated from an NLC program and have previously been issued a parchment.
- ii. The College reserves the right to withhold official records for students in arrears or with outstanding books or tools.
- iii. Allow 10 business days for processing once you have submitted your form. Rush requests are not permitted.
- iv. Use the [Official Transcript Request form](#) to order copies of your official NLC transcript.

Further details about graduation and parchments can be found on NLC’s website:
www.nlc.bc.ca/graduation