Northern Lights College

DUPLICATE 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 *	**Postal Code** *	**Email** *	**Phone Number** *

Would you like us to update your current mailing address on file with the above details? * ☐ Yes ☐ No

DUPLICATE PARCHMENT DETAILS

Name of NLC program you graduated from * | **Graduation year** *

Reason for duplicate request (choose <u>one</u> only) *

- ☐ **Lost or stolen**
- ☐ **Damaged****
- ☐ **Education verification to a third party (certified copy only)**

****Damaged credentials must be returned to NLC before a duplicate can be issued.**

Delivery Method (choose <u>one</u> only) *

- ☐ Mail to my address above
- ☐ I will pick up at _____ NLC campus (photo ID required at pick up)
- ☐ Send to the destination information below.

Select <u>ONE</u> order option only *

- ☐ **# of certified copies _____ X $25 + GST per print**
- ☐ **<u>One</u> official duplicate parchment - $25 + GST**

Name change request for duplicate parchment:

If your name has changed and you would like your updated name reflected on your duplicate parchment, you must submit a **Student Record Update Form**, along with government-issued identification and supporting documentation (e.g., a marriage certificate or driver's licence) with this form to StudentHelp@nlc.bc.ca.

THIRD PARTY DESTINATION DETAILS

Complete this section for a certified copy being sent to a third party.

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.

Student Signature:	**Date:**

Campus Services Use Only

Campus Services Clerk	Processed by (initials):	Date payment received:
☐ Ensure form is complete ☐ Update mailing address in Colleague if applicable ☐ **CERTR** non-A/R code (04) for payment ☐ Scan and send form to Student Records		

DUPLICATE PARCHMENT REQUEST

A duplicate 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. Any duplicate requested to be issued to a third party will be provided as a certified record copy.

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

- In person at any NLC Enrolment Services office
- By scanning and emailing to records@nlc.bc.ca
- By mailing to:

Office of the Registrar
Attention: Student Records
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 a NLC campus Enrolment Services office.
- By phone (866) 463-6652 (credit card only)

Regulations and procedures regarding duplicate parchments and certified record copies

i. Duplicate parchments or certified copies are only available to graduates who have been issued an original NLC parchment.

ii. Only one official duplicate parchment may be issued for a lost or stolen original.

iii. Original parchments must be returned to NLC before a duplicate can be issued due to damage or a name change.

iv. Names on credentials must match NLC student records. To request a name change, submit a Student Record Update form with government-issued supporting documentation (e.g., marriage certificate or driver's licence) with your duplicate parchment request.

v. The College reserves the right to withhold official records for students in arrears or with outstanding books or tools.

vi. Allow 10 business days for processing once you have submitted your form and payment. Rush requests are not available. Processing does not include delivery time.

vii. 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