



**APPLICATION FOR DUPLICATE CERTIFICATE**

**NOTES:**

- Duplicate copies are \$10 each.
  - Certificates will be mailed up to **4 weeks** after your request is received.
1. Please **PRINT** all information.
  2. Print name exactly as you want it to appear on your certificate.
  3. Return this form via fax to (305) 348-2030, e-mail at [legal@fiu.edu](mailto:legal@fiu.edu) or mail it to the address below.

Name: \_\_\_\_\_  
\_\_\_\_\_  
Name used in program if different.

Address: \_\_\_\_\_  
Street Number Apt./Unit #  
\_\_\_\_\_  
City State Zip Code

Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Program Completed: \_\_\_\_\_

Semester(s) and Year(s) in the Program: \_\_\_\_\_  
(Example: Summer 2012 - Spring 2013)

Reason for Request: \_\_\_\_\_  
(Example: Lost, Stolen, etc.)

**Payment Information – \$10 Fee per Certificate**

Amount to be charged: \_\_\_\_\_

Check or Money Order No. \_\_\_\_\_ (payable to FIU/Legal Studies)

VISA  MC  AMEX  Discover Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Address & Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_