



## Replacement Diploma or Certificate Request

### Please Note:

- The replacement diploma or certificate will be issued under the current name on your official student record. If you are ordering a replacement diploma/certificate under an updated legal name, a Name Change Request form will need to be submitted along with copies of a government issued picture ID and legal evidence of the change (e.g. marriage license, divorce decree, etc.). The Name Change Request form can be found here: <https://bradley.edu/offices/academic/registrar/forms/>.
- The replacement diploma or certificate will bear the signatures of the current University officials.
- Payment for the replacement diploma or certificate will be required with the completed request form. Payment can be made via check or credit card.
- This petition should be completed and signed by the graduate.
- **If you have any grade holds on your records, they must be cleared before diploma or certificate will be released.**

### Do you need to notarize a diploma or certificate?

A notarization is verification that a document and the signature attached to it are authentic. Documents from the Office of the Registrar are official documents; a notarization is an additional security measure. Please note that additional text and signatures (including that of the Registrar and the Illinois notary public) will be written directly on the document. If you need your replacement diploma or certificate to be notarized, please select the option for notarization on page 2 of this form.

### Do you need an Apostille?

Apostille — Certifies any Illinois notary public, County Clerk, Circuit Clerk, or Local Registrar. An Apostille is a certification that is entitled to direct recognition by members of the 1961 Hague Convention. It is sometimes required on the diploma or certificate if you are applying for work outside the United States.

If you need the notarized diploma or certificate to have an Apostille, you can send the notarized diploma or certificate with an Application for Apostille to the Illinois Secretary of State. To see the complete directions and to get the application, please refer to the following link, [www.cyberdriveillinois.com/](http://www.cyberdriveillinois.com/) and choose Departments, Index, Notary Services and then Certify Documents for Foreign Use (I 213). **It is preferred that you, or your representative in the United States handle sending/receiving the documents for Apostille.** However, if you want the Bradley University Office of the Registrar to send your certified replacement diploma or certificate to the Illinois Secretary of State for an Apostille, **you must follow these steps:**

- 1) Provide a separate written/signed letter requesting us to send your diploma or certificate to the Illinois Secretary of State for an Apostille.
- 2) Include the form located in the Illinois Secretary of State's website titled *"Application for Authentication or Apostille Certifying Documents for Foreign Use"* requesting an Apostille on the document (diploma, certificate, or transcript), stating to which country the diploma or certificate will be sent.
- 3) Include a check or money order payable to the Illinois Secretary of State for \$2.00 per page.
- 4) Include a large envelope, with sufficient pre-paid postage, pre-addressed with your return address for the Illinois Secretary of State to mail your diploma or certificate back to you.

## Replacement Diploma or Certificate Request Form

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Degree/Certificate earned (BS, MS, etc.): \_\_\_\_\_ Date degree/certificate was awarded: \_\_\_\_\_

Please print your legal name on your student record as you would like it to be printed on the diploma:

First

Middle (optional)

Last/Surname

Brief reason for petition for a replacement diploma or certificate from Bradley University:

### Replacement and Shipping Options

Please select what type of diploma you would like:

**Standard Replacement** - Suitable for display purposes or personal records. Will be mailed directly to the address you provide from the printer. Estimated processing time: one week. Cost: \$50.00

**Certified/Notarized Replacement** – This will include additional text on the front of your document verifying authenticity. Certified/Notarized diplomas are generally only needed for individuals planning to work outside of the U.S. Diploma will be mailed to the Registrar's Office from the printer and certified/notarized by us. Diploma will then be mailed from Bradley University to the address you provide. Estimated processing time: two weeks. Cost: \$50.00 per diploma/certificate plus additional \$7.00 fee per notarized document.

**Certified/Notarized Replacement with direct forwarding to the Secretary of State for Apostille** (see first page for more information) – This will include additional text on the front of your document verifying authenticity. Certified/Notarized diplomas are generally only needed for individuals planning to work outside of the U.S. Diploma will be mailed to the Registrar's Office from the printer and certified/notarized by us. Diploma along with apostille paperwork and payment provided by you will then be mailed from Bradley University to the Secretary of State's Office. Estimated processing time: two weeks. Cost: \$50.00 per diploma/certificate plus additional \$7.00 fee per notarized document.

Please select the shipping option you would like:

Note that shipping time is in addition to processing time indicated above

**Standard First-Class mail via USPS** - No tracking available, no additional charge

**3-Day Shipping to a Domestic U.S. Address** – Includes tracking number, additional \$25.00 shipping fee

**3-Day Shipping to an International Address** – Includes tracking number, additional \$50.00 shipping fee

**Address to mail diploma or certificate to (if different from above):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Signature:** \_\_\_\_\_

FOR OFFICIAL OFFICE USE:

Form/Payment Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Order Processed by: \_\_\_\_\_ Date: \_\_\_\_\_