# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

## Request for Duplicate Degree, Diploma or Certificate

Please complete the form and return it to one of the following:

* In Person: Information Desk in the Tony Rand Student Center
* Mail to: Student Services, PO Box 35236, Fayetteville, North Carolina 28303
* Email to: mail to: [STU\_SERVICES@faytechcc.edu](mailto:STU_SERVICES@faytechcc.edu)
* Phone calls are accepted at (910) 678-8226 requiring the information below

All requests are processed on a monthly basis.

| Name: |  | | | | | | | | | ID# | |  | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: | |  | | | | | | | | | | | | |
| City/State/Zip: | | | | | | | |  | | | | | | |
| Phone Number: | | | | | |  | | | | | | | | |
| Document 1: | | |  | | | | | | | Date: | | |  | |
| Document 2: | | |  | | | | | | | Date: | | |  | |
| Document 3: | | |  | | | | | | | Date: | | |  | |
| Date of Request: | | | | | | |  | | Staff Initials: | | | | |  |
| Requested by: | | | |  | | | | | | | Phone:  Mail:  In Person: | | | |
| Date Mailed: | | | | |  | | | | Staff Initials: | | | |  | |