

Duplicate Certificate/Degree Request Form

Use this form to request a second copy of a certificate and/or degree. If you only need a photocopy of a previously issued certificate and/or degree, then please contact Student Records Department at 510-231-5031.

Please submit form directly to Student Records department, or email form to records@kpscholar.com, or mail form to KPSAHS, Attn: Student Records, 938 Marina Way South, Richmond, CA 94804, or fax form to 510-231-5155.

Document Type and Quantity:	
<input type="checkbox"/> Certificate <small>(Please see Duplicate Certificate/Degree Request Payment Instructions page for payment amount)</small> Quantity: _____	<input type="checkbox"/> Degree <small>(Please see Duplicate Certificate/Degree Request Payment Instructions page for payment amount)</small> Quantity: _____

Student Information:		
Current Full Name		
Full Name at Time of Enrollment (If different than current name)		
Date of Birth	Student ID Number or Last 4 Digits of SSN	Phone Number
Street Address		
City	State	Zip Code
KPSAHS Program	Dates of Attendance <small>(Month/Year to Month/Year)</small>	
<input type="checkbox"/> If you need your certificate/degree to be ordered with your new legal name, please check this box and complete a Student Name Change Form (available from kpsahs.edu).		

Delivery Options:	
<input type="checkbox"/> In Office Pick-Up	<input type="checkbox"/> Mail

Recipient's Name and Address for Certificate/Degree Delivery:		
Recipient's Name <small>(Example: Name of College/University or Name of Employer. Students who wish to receive their copies should put their own name here.)</small>		
Street Address		
City	State	Zip Code

Signature (My signature certifies the accuracy of the information provided.)

Date

INTERNAL OFFICE USE ONLY:

Date Request Received

Received By

Date Payment Received & Amount Paid (if applicable)

Processed By

Duplicate Certificate/Degree Request Payment Instructions

*If you need your certificate/degree to be ordered with your new legal name, please complete a Student Name Change Form (available from kpsahs.edu).

Duplicate Certificate/Degree Processing: Will take approximately 2-3 weeks.

1. Submit a completed **Duplicate Certificate/Degree Request Form**.
2. Payment is accepted by credit card only. To pay, copy the hyperlink below into your web browser and follow payment instructions.

Duplicate Certificate/Degree Request - \$25.00

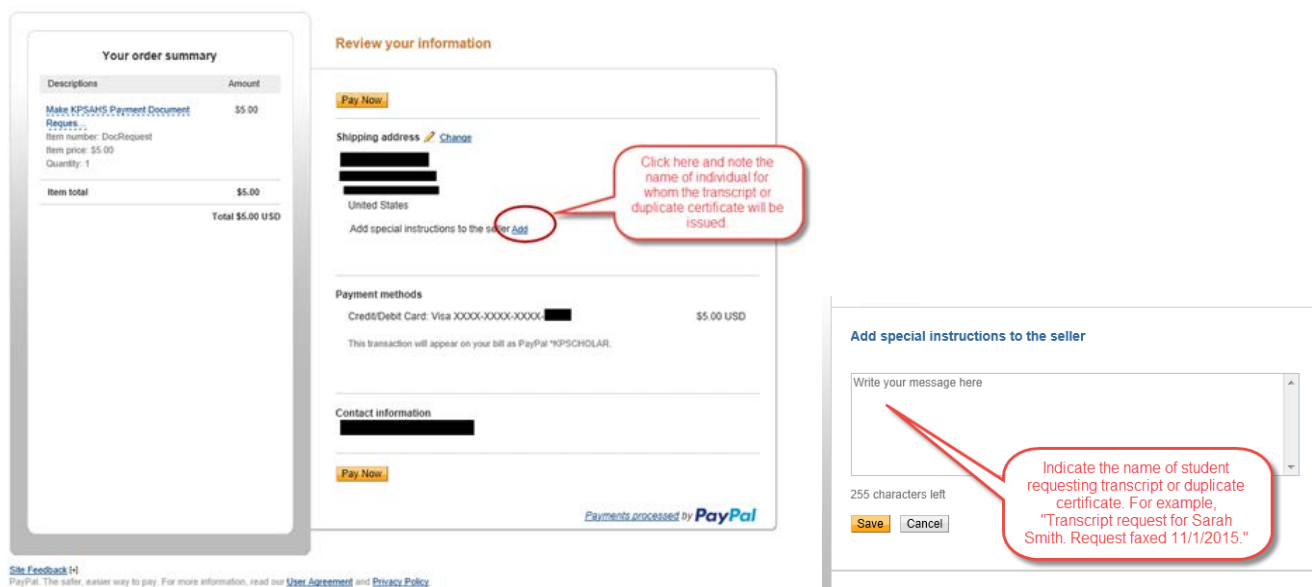
https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=PTEPLGSA7RJ9E

Document RUSH Fee - \$10.00

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=RDQXZDHKAJUN4

3. If an individual other than student is paying for the certificate/degree, payer should select "Add Special Instructions to the Seller" and note the name of the student under which the certificate/degree will be issued. Screen shots below illustrate this process.

The Permanente Medical Group, Inc.



The screenshot shows the PayPal payment process. On the left is the 'Your order summary' showing a total of \$5.00 USD for 'Make KPSAHS Payment Document Request'. The main area is 'Review your information' with fields for shipping address, payment methods, and contact information. A red callout bubble points to the 'Add special instructions to the seller' link, stating: 'Click here and note the name of individual for whom the transcript or duplicate certificate will be issued.' To the right is a separate window titled 'Add special instructions to the seller' with a text area. A red callout bubble points to this text area, stating: 'Indicate the name of student requesting transcript or duplicate certificate. For example, "Transcript request for Sarah Smith. Request faxed 11/1/2015."'.

INTERNAL OFFICE USE ONLY:

Date Request Received _____	Received By _____	Date Payment Received & Amount Paid (if applicable) _____	Processed By _____
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