

Photocopy / Reissue of Certificate/Degree Request Form

Please submit form directly to Student Records department, or email form to records@kpsahs.edu, or mail form to KPSAHS, Attn: Student Records, 938 Marina Way South, Richmond, CA 94804, or fax form to 855-849-3381.

Document Type and Quantity:	
<input type="checkbox"/> Photocopy	<input type="checkbox"/> Reissuance 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 (specify certificate or degree)		Dates of Attendance (Month/Year to Month/Year)
<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"/> Email (photocopy only) Email address: _____	<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 and Date _____

**Photocopy / Reissue of 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).

Photocopy / Reissue of Certificate/Degree Processing: Will take approximately 2-3 weeks.

1. Submit a completed **Photocopy / Reissue of 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.

Photocopy / Reissue of Certificate/Degree Request - \$25.00

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

INTERNAL OFFICE USE ONLY:

Date Request Received

Received By

Date Payment Received & Amount Paid (if applicable)

Processed By and Date