Peralta Community College District
Admissions and Records

Berkeley City College
College of Alameda
Laney College
Merritt College

Duplicate Degree/Certificate Request Form

Processing Types and Fees:
- ❖ Regular Delivery - $10.00 per copy - mailed within 2 weeks.
- ❖ Pick-up processing - $10.00 per copy - students pick-up degree/certificates at the college where awarded.

Complete the form and submit to the appropriate college:

Admissions & Records **Berkeley City College** **2050 Center St.** **Berkeley, CA 94704**	Admissions & Records **College of Alameda** **555 Ralph Appezzato Memorial Pkwy** **Alameda, CA 94501**	Admissions & Records **Laney College** **900 Fallon St.** **Oakland, CA 94607**	Admissions & Records **Merritt College** **12500 Campus Dr.** **Oakland, CA 94619**

Requests will not be issued/processed if any of the following criteria are not met:
- ❖ Signed and dated request form
- ❖ A mailed request must have payment included. Check or money-orders only. ***Do NOT mail cash or credit card information.***
- ❖ All Peralta debts must be paid and all holds, including financial holds, must be cleared before requests can be processed.

STUDENT INFORMATION:

Print clearly: **Did you attend prior to Fall 1970?** ☐ **YES** ☐ **NO**

Name: _____
     Last   *First*   *M.I.*

Other names used at Peralta: _____

Student ID: _____   **Date of Birth:** _____
     or last 4 digits of SSN

Address: _____
     No. & Street   *City*   *State*   *Zip Code*

E-mail: _____   **Phone:** _____

DEGREE/CERTIFICATE INFORMATION:

Degree/Certificate	Major	College Awarded:	Term & Year	# of Copies

SEND DEGREE/CERTIFICATE TO:

Select the Processing Type: ☐ ***Mail*** ☐ **Pick-Up**

* Admissions & Records is not responsible for delivery of the degree and if not delivered by U.S. mail student will have to cover the cost of reordering.

MAIL TO: _____

Address: _____
     No. & Street   *City*   *State*   *Zip Code*

X _____   _____
Student Signature   *Date*

ADMISSIONS & RECORDS/CASHIER OFFICE USE ONLY

PROCESSED: ☐ **YES** ☐ **NO**   **REASON:** _____

☐ **MAIL** ☐ **PICK-UP**   **Amount Due: $** _____   **Amount Paid: $** _____   ☐ **CHECK** ☐ **MONEY ORDER**

X _____   _____   **X** _____   _____
A&R Initials   *Date*   *Cashiers Initials*   *Date*