



**easternacademy**  
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**Replacement Certificates and Replacement Diplomas  
Policy and Supporting Documentation**

Effective February 23, 2022



## Replacement Certificates and Replacement Diplomas Policy

While it is not possible to issue a duplicate of one's original graduation parchment, upon receipt of the following:

1. Completed **Certificate/Diploma Request** form; and
2. **Either** a completed Lost Certificate/Diploma Declaration form (if the original graduation parchment is lost);  
**Or** the original graduation parchment (in the case of it being damaged or if you have a change of name).

Eastern Academy will issue a replacement graduation parchment. An "Issued to Replace Original" will appear on the replacement along with the date of issue.

There is a \$50 fee for the replacement of a parchment (legal name change; original parchment lost, stolen, destroyed or damaged.)

If the original parchment cannot be returned, the graduate is responsible to obtain a signature and seal/stamp from a Notary Public or Commissioner for Oaths on the Lost Certificate/Diploma Declaration form.

Eastern Academy will verify that the academic requirements and financial obligations are met before any parchments are issued.



## Replacement Diploma/Certificate Request

If you select option A or B below, you must return your original diploma/certificate before we can release the replacement diploma/certificate.

If you select option C below, you must also complete and submit the **original paper copy** of the **Lost Diploma/Certificate Declaration** form.

**Fee:** \$50. Only one replacement diploma/certificate per request. Complete another request form if you wish to replace another diploma/certificate.

Student and Program Information		
First (Given) Name	Last (Family) Name	Date of Birth
Telephone	Email	
Address		
City, Province/State		Postal/Zip Code
Program		Graduation Month and Year (e.g. May 2015 or October 2015)
<b>Reason for Replacement of Diploma/Certificate</b> (Complete option A, B, or C and use the checklist to confirm which documents you need to submit.)		
Original diploma/certificate must accompany options A or B		Lost Diploma/Certificate Declaration form must accompany option C
<p><b>A. Legal Name Change</b></p> <p><input type="checkbox"/> I would like my name to appear on my replacement diploma/certificate as:</p> <p>_____</p> <p><input type="checkbox"/> I enclose supporting documentation (e.g. copy of birth certificate, driver's licence, marriage/divorce documents, or passport).</p> <p><input type="checkbox"/> I enclose the original diploma/certificate</p> <p><b>B. Original diploma/certificate has been damaged</b></p> <p><input type="checkbox"/> I enclose the original diploma/certificate.</p>		<p><b>C. Original diploma/certificate has been lost, stolen, or destroyed</b></p> <p><input type="checkbox"/> I enclose a Lost Diploma/Certificate Declaration form*</p> <p>* An original copy of the Lost Diploma/Certificate Declaration form, bearing your signature and the seal and signature of a Notary Public or Commissioner of Oaths must be submitted with this request.</p>
<b>Authorization</b>		
Graduate's Signature		Date (Month/Day/Year)
<p><b>For Office Use Only</b>    <b>Document:</b> ___ Original returned OR ___ Lost Diploma/Certificate Declaration form received.</p> <p><b>Delivery:</b> ___ Contacted to pick up    Pick up date: _____ <b>OR</b> Mailed on _____</p> <p>                  ___ Academics successfully completed    ___ All fees paid</p>		



## Lost Diploma/Certificate Declaration

Submit this form if you selected **Option C** on the Replacement Diploma/Certificate Request stating that your original diploma/certificate has been lost, stolen or destroyed.

Only an original completed copy, bearing your signature and the seal and signature of a Notary Public or Commissioner Oaths, will be accepted. Digital copies or photocopies of this form will not be accepted.

### Declaration

Realizing that my original diploma/certificate is a legal document, I understand that under normal protocol I may not receive a replacement until I have provided the Records Office with an original copy for destruction. This declaration confirms why my original diploma/certificate is not being returned with my Replacement Diploma/Certificate Request form.

I, \_\_\_\_\_ hereby declare that my original diploma/certificate has been lost, stolen, or destroyed and is  
PRINT FULL NAME

no longer in my possession. Below is a brief explanation of how the diploma/certificate was lost or destroyed:

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Graduate's Signature

Date (Month/Day/Year)

### Student Information

Student Name

Date of Birth

Telephone

E-mail

### For Office Use Only

Date received: \_\_\_\_\_

Academic requirements met

Financial requirements met

### Notary Public or Commissioner for Oaths

Complete the information below and affix seal/stamp

Name (Print Clearly)

Street Address

City, Province/State, Postal/Zip Code, Country

Signature

Date (Month/Day/Year)