

**Baptist Health College Little Rock
Replacement Diploma Request**

Complete and submit to: Baptist Health College Little Rock
Business Office
11900 Colonel Glenn Rd
Little Rock, AR 72210-2820
Fax: (501) 202-6070

The cost of a replacement diploma is \$10.00. If you wish to have the diploma mailed to you, there is an additional \$10.00 fee for mailing. Required fees may be paid by contacting the Business Office at (501) 202-6055 or using the space provided below. Questions regarding the diploma may be directed to the Registrar at (501) 202-7933.

Name: _____ Date: _____

Social Security Number: _____ - _____ - _____ Phone Number: _____

Mailing Address: _____ City, State, ZIP _____

Program Attended:

Coding & Medical Transcription Histotechnology Medical Technology/Medical Laboratory Science
 Nuclear Medicine Technology Occupational Therapy Assistant Practical Nursing
 Radiography Registered Nursing Sleep Technology Surgical Technology

Graduation Date: _____

Submit reason for your request in the space provided:

Name as you would like for it to appear on diploma (must use legal name on file with BHCLR unless you provide your social security card in order to use a different name): _____

Signature

Date

To Pay by Credit Card:

Card Type: _____	Card #: _____	3 Digit CVV code on Back: _____
Name on Card: _____	Expiration Date: _____	
Amount to be Charged (select one): _____	Pick up Diploma (\$10) _____	Mail to Address Above (\$20) _____

OFFICE USE ONLY:

Business Office Validation of Payment: _____

Requested Approved by Registrar/Coordinator Request Not Approved by Registrar/Coordinator

Reason Request not approved:

Date Diploma Ordered: _____ Date Diploma Received: _____
Date Diploma Mailed (if applicable): _____ By Whom: _____