



# Replacement Diploma Order Form

The Office of Registration and Records

Name exactly as you would like it appear on the diploma:

(The name on your diploma must match the name in your official record. If there has been a change in your first or last name, please attach documentation such as a court order, marriage certificate or copy of a state or federally issued ID. )

All replacement diplomas are issued in 11" x 14" format and bear the name "Capitol Technology University" as the institution was renamed from "Capitol College" in 2014.

<b>Student ID #:</b>	<b>Year of Graduation:</b>
<b>Degree:</b>	<b>Major:</b>
<b>E-mail address:</b>	<b>Daytime Phone:</b>

Mail my diploma to the following address:

<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Signature:</b>		

The fee for a replacement diploma is \$75.00. Payment must be received before the diploma is ordered. For your security, credit card information should not be included on this form. The Business Office accepts credit card information via phone at 301-369-2318 or check/money orders made payable to Capitol Technology University. Please allow four to six weeks for processing.

Please complete and return this form to:  
The Office of Registration and Records  
11301 Springfield Road, Laurel, MD 20708  
Fax: 301-369-2310 / e-mail: registrar@CapTechU.edu