



INTER-AMERICAN DEFENSE COLLEGE

Request for Replacement Diploma Instructions

General Instructions: A **replacement diploma** may be ordered from the Office of the Registrar in situations where the original diploma has been lost or damaged. Replacement diplomas will be reissued in the format currently used and will bear the signatures of the current IADC Director, Vice-Director and Chief of Studies. Each replacement diploma follows the current diploma format and includes a notation stating the diploma is a replacement of the original and reprint date.

Complete the request for replacement diploma form with all applicable information. Print, fill, and sign the form manually. Illegible requests and/or forms with missing information will prevent or delay the processing of the request. The cost for ordering a replacement diploma is \$25.00 and checks/money orders should be made payable to the Inter-American Defense Board and enclosed with the Request form.

Processing of all diploma replacement requests requires student notarized signature. Requests by persons other than the student will not be honored.

Please allow for up to 30 days for replacement diploma to arrive from the date the request is received to process. Requestors will be notified via email when the diploma has been mailed. Plan accordingly to allow sufficient time for the diploma to arrive at its destination.

All orders are shipped via regular USPS mail but may be shipped overseas. Domestic orders can be tracked through USPS, but international orders cannot. We recommend that any international orders be shipped via FedEx. To request a FedEx delivery, *for international deliveries only*, please include a **FedEx Account Number and Label** enclosed with the request form.

Request for Diploma Replacement Submission Process:

- Ensure to **TYPE** or **PRINT CLEARLY** all applicable information on the request for diploma replacement form and notarized signature at the bottom.

In-Person:

- Deliver the completed request for diploma replacement form to the Registrar's Office. Call or email the office to schedule an appointment.

Mail:

- Requests can take up to 30 days depending on when and where the request was mailed.
- Mail the completed request for diploma replacement form to the following address:

INTER AMERICAN DEFENSE COLLEGE

ATTN: Registrar

210 B STREET SUITE 1

FORT MCNAIR DC 20319-5008

IADC Request for Replacement Diploma

The IADC diploma is a unique document; neither copies nor duplicates are available. If your original diploma has been lost or damaged, you may order a replacement. Replacement diplomas follow the current diploma format.

If you wish to request a replacement diploma, complete and return the form below. A notarized signature is required for your protection. Your request must be accompanied by a check made payable to: **Inter-American Defense Board**. The charge is \$25.00 per paper replacement diploma.

Name of Student (Last) _____ (First) _____ (Middle) _____ Date of Birth _____

Spelling of name to appear on replacement (if the name is different from above, please provide legal documentation)

Class Number: _____ Graduation Year: _____ Deadline Date: _____

Telephone: _____ Email: _____

Reason for Replacement: My previous diploma was damaged. I have attached or enclosed my previous diploma
 My previous diploma was lost or destroyed
 Name Change. I have attached or enclosed my previous diploma

Please select one of the following options for delivery: (30 for delivery or pick up).

* **Pick up** ___

* **Please Mail to the following address:** ___

Signature

I hereby certify that the above information is true. I understand that the Inter-American Defense College reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in case of fraud.

Signature (must be notarized; see below)

Date

___ Check Enclosed

Resource Management Acknowledge Receipt

(This section for notarizing signature above)

Subscribed and sworn by me this _____ day of _____.

Notary Public _____.

(SEAL)

Click the Button to Print: