



Diploma Replacement Request

Use this form to request a replacement of an award previously issued. Diploma replacement fee is \$25.00 for each award requested. All financial obligations to GNTC must be satisfied before an award can be mailed. You may pay by phone at 706-295-6946 or pay at your nearest campus. Please allow up to two weeks for your request to be processed and mailed.

Student ID# or Social Security# _____ Date _____

Last Name _____ First _____ Middle _____

Street Address _____ County _____

City _____ State _____ Zip: _____ Phone: _____

Print name you want on your replacement _____

Diploma you want replaced _____

Year Completed _____

Check one: Associate Degree _____ Diploma _____ Technical Certificate of Credit _____

Name at time of attendance: Last _____ First _____ Middle _____

Signature _____ Date _____

Return this form in one of the following ways: Fax to 706-295-6944 or 706-764-3707, or deliver/mail to a Student Help Center listed below. Call 866-983-4682 if you have questions or need assistance.

Catoosa County; 6450 Alabama Highway; Ringgold, GA 30736

Floyd County; One Maurice Culberson Drive; Rome, GA 30161

Gordon County; 1151 Highway 53 Spur SW; Calhoun, GA 30701

Polk County; 466 Brock Road; Rockmart, GA 30153

Walker County; 265 Bicentennial Trail; Rock Spring, GA 30739

Whitfield Murray County; 2310 Maddox Chapel Road; Dalton, GA 30721

Office Use Only: Paid _____ Date _____

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