



## RE-ISSUE DIPLOMA or CERTIFICATE ORDER FORM

A re-issue of Taft College diploma or certificate costs \$15.00 each. This fee includes postage and handling.

If you have multiple re-issues, please fill out each one separately. We are not able to re-issue WESTEC certificates. To request a WESTEC certificate, please contact 661-387-1055.

Forms can be submitted in-person at the Admissions & Records Office, mailed to the address below with a check or money order payable to Taft College, or emailed to [records@taftcollege.edu](mailto:records@taftcollege.edu).

Admissions & Records Office  
Taft College  
29 Cougar Court  
Taft CA 93268

Phone: 661.763.77541

**DO NOT send cash or write your credit card number on this request form.**

Once received, all orders will be processed within 5 business days.

***PLEASE PRINT CLEARLY: (Name you wish to appear on your diploma)***

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First

Middle

Last

Social Security or ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Semester/Year Graduated: \_\_\_\_\_ Degree or Certificate: \_\_\_\_\_

Signature: \_\_\_\_\_

### Mailing Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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### *Office use only*

Date received: \_\_\_\_\_ Holds: \_\_\_\_\_ Total fees due: \_\_\_\_\_ Semester/Year Graduated: \_\_\_\_\_

Award Code: \_\_\_\_\_ Honors: \_\_\_\_\_ PTK: \_\_\_\_\_ Date processed: \_\_\_\_\_

Processed by: \_\_\_\_\_