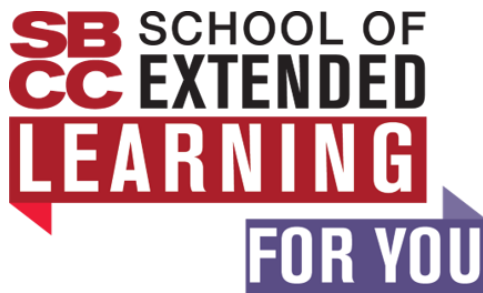


Please allow fourteen
(14) business days for
processing this request.



NC Admissions & Records

DIPLOMA / CERTIFICATE REPLACEMENT REQUEST

SBCC Identification (K Number): _____ Date of Birth: _____
Month Day Year

Printed Student Name: _____

Phone: (____) _____ Email: _____

Type:

☐ AHS Diploma ☐ Certificate of Achievement ☐ Skills Competency Award ☐ PCA ☐ MA

Program(s) of Study (ESL, Green Gardener, etc.): _____

Year Awarded: _____ ☐ Fall ☐ Spring ☐ Summer

☐ I want to pick up my copy in person at the Wake Welcome Center (300 N. Turnpike Road)

☐ I want to pick up my copy in person at the Schott Welcome Center (310 N. Padre Street)

☐ I want my copy mailed to me at the address below (Please print carefully for accuracy.)

Street Address City State Zip Code

Signature: _____ Date: _____

Submitting This Form:

(1) You must bring a photo ID if you submit this completed form in person at either the Wake Welcome Center or the Schott Welcome Center.

(2) You must attach a copy of your photo ID if you email the form to: selrecords@sbcc.edu.

OFFICE USE ONLY:

Date Printed: _____ Processed By: _____

Revised 8/19/26