



# National Intelligence University

## REQUEST FOR REPLACEMENT DIPLOMA

Please Note: Replacement diplomas will be issued from NIU, and signed by current NIU leadership. We are unable to issue diplomas using previous names of the institution.

Instructions: Complete form by filling in the fields below detailing your request (type or print). The completed form and **a copy of your government issued photo ID** may be submitted via the following methods:

- faxed to 301-227-7067
- emailed to [NIU\\_Enrollments@niu.odni.gov](mailto:NIU_Enrollments@niu.odni.gov)
- hand delivered to a Registrar's Office staff member

I request that a replacement diploma be sent to:

Recipient's Name: \_\_\_\_\_

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

\_\_\_\_\_

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

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

Student ID or last 4 digits of SSN: \_\_\_\_\_

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

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

Current email: \_\_\_\_\_

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

**Please Note: Replacement diploma requests cannot be processed without a signature.**

**For Internal Staffing Use**

Diploma sent on \_\_\_\_\_ by \_\_\_\_\_  
[Date] [NIU Personnel Name]