



Replacement Diploma Request

Lost or damaged diploma? We understand those things can happen. To request a replacement diploma, please complete the form below. Completed forms must be returned to the Registrar's Office. You may submit the form in any of the following ways:

1. By mail:
Mercy College of Health Sciences
Office of the Registrar
928th 6th Ave
Des Moines, IA 50309
2. By email: Registrar@mchs.edu
3. In person: Drop off this form at the Student Services Office located in the lobby of College Hill.

Please print clearly. Please list your name as you wish it to appear on your diploma. If you enter a name, other than the name in our system, we may need legal documentation prior to printing the duplicate diploma.

_____	_____	_____	_____
First Name	Middle Name	Last Name	Former(s)
_____	_____	_____	_____
Date of Birth	Phone Number	Email Address	
_____	_____	_____	_____
Address: Number and Street	City	State	Zip Code

Date of Graduation _____

Duplicate diplomas are \$25. For payment, please contact the Business Office at 515-643-6603. Payment is accepted in the form of check, credit card, or cash.