

Office of the Registrar
1501 W. Bradley Ave
Peoria, IL 61625
Ph: (309) 677-3375
Fax: (309) 677-2715
registrar@bradley.edu

PROCEDURE TO PETITION FOR A REPLACEMENT DIPLOMA OR CERTIFICATE

1. The replacement diploma or certificate will be issued under the current name on your official student record. If you are ordering a replacement diploma/certificate under a different name, a Name Change Request form will need to be submitted along with copies of a government issued picture ID and legal evidence of the change (e.g. marriage license, divorce decree, etc.). The Name Change Request form can be found here: <https://bradley.edu/offices/academic/registrar/forms/>.
2. The replacement diploma or certificate will bear the signatures of the current University officials.
3. Payment for the replacement diploma or certificate will be required with the completed request form. Payment can be made via check or credit card.
4. This petition should be completed and signed by the graduate.
5. There is an additional fee of \$7 to notarize a diploma or certificate (*see below for explanation*).

If you have any holds on your records, they must be cleared before diploma or certificate will be released.

Do you need to notarize a diploma or certificate?

A notarization is verification that a document and the signature attached to it are authentic. Documents from the Office of the Registrar are official documents; a notarization is an additional security measure. Please note that additional text and signatures (including that of the Registrar and the Illinois notary public) will be written directly on the document. If you need your replacement diploma or certificate to be notarized, please select the option for notarization on page 2 of this form.

Do you need an Apostille?

Apostille — Certifies any Illinois notary public, County Clerk, Circuit Clerk, or Local Registrar. An Apostille is a certification that is entitled to direct recognition by members of the 1961 Hague Convention. It is sometimes required on the diploma or certificate if you are applying for work outside the United States.

If you need the notarized diploma or certificate to have an Apostille, you can send the notarized diploma or certificate with an Application for Apostille to the Illinois Secretary of State. To see the complete directions and to get the application, please refer to the following link, www.cyberdriveillinois.com/ and choose Departments, Index, Notary Services and then Certify Documents for Foreign Use (I 213). **It is preferred that you, or your representative in the United States handle sending/receiving the documents for Apostille.** However, if you want the Bradley University Office of the Registrar to send your certified replacement diploma or certificate to the Illinois Secretary of State for an Apostille, **you must follow these steps:**

- 1) Provide a separate written/signed letter requesting us to send your diploma or certificate to the Illinois Secretary of State for an Apostille.
- 2) Include the form located in the Illinois Secretary of State's website titled "*Application for Authentication or Apostille Certifying Documents for Foreign Use*" requesting an Apostille on the document (diploma, certificate, or transcript), stating to which country the diploma or certificate will be sent.
- 3) Include a check or money order payable to the Illinois Secretary of State for \$2.00 per page.
- 4) Include a large envelope, with sufficient pre-paid postage, pre-addressed with your return address for the Illinois Secretary of State to mail your diploma or certificate back to you.

Office of the Registrar
1501 W. Bradley Ave
Peoria, IL 61625
Ph: (309) 677-3375
Fax: (309) 677-2715
registrar@bradley.edu

PETITION FOR A REPLACEMENT DIPLOMA OR CERTIFICATE

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ E-mail Address: _____

Degree/Certificate received (BA, BS, etc.): _____ Date degree/certificate was awarded: _____

Please print your name as it appears on your official student record:

First Middle (optional) Last

Reason for petition for a replacement diploma or certificate from Bradley University

Select Shipping Option:

- Standard First-Class USPS - \$50.00
- UPS 3-Day Shipping to a Domestic U.S. Address - \$75.00
- UPS 3-Day Shipping to an International Address - \$100.00

Additional Request Options:

- Notarization – This will include additional text on the front of your document verifying authenticity. Diplomas and certificates used for display are usually not notarized. Addition \$7.00 fee per notarized document.
- Apostille – Please include all necessary requirements as listed on page one of this document.

Address to mail diploma or certificate (if different from above):

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Payment: \$ _____ Check (payable to Bradley University) Credit Card (please call to provide)
Please call our office to provide credit card information after you have sent your form (309-677-3375). DO NOT EMAIL OR FAX CREDIT CARD INFORMATION.

FOR OFFICIAL OFFICE USE	
Form Rec'd by: _____	Date: _____
Payment Rec'd by: _____	Date: _____
Petition Processed by: _____	Date: _____