

## Parchment Replacement Form

*Parchment may only be reissued with submission of a signed parchment replacement form confirming loss or damage of the original parchment, or a legal name change. In the case of damaged or legal name change, the original parchment must be returned. A duplicate parchment will replicate the original except for the reprint date notation, as well as any design changes that may have been made to the Northern Lakes College parchment since the issuance of the original document. The replacement will bear the signatures of officials at the time of reprint. Please note there will be a \$50 fee to replace lost/damaged/edited parchment.*

Personal Information			
Student ID#	Last Name (Legal)	First Name (Legal)	Middle Name (Legal)
<b>Legal Name</b> <i>This is the name which will be inscribed on your parchment. If this is not your name under which you registered at Northern Lakes College, you must provide evidence of your legal name (e.g. a copy of your birth certificate, marriage certificate or legal name change).</i>			
Mailing Address – Street or Box Number		City/Town	Date of Birth
Province		Postal Code	Country
Program		Phone Number - Home	Phone Number - Cell

Type of Credential		
Standard Processing (10-15 business days)	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma

Reason for Replacement			
<input type="checkbox"/> Lost	<input type="checkbox"/> Damaged (Original parchment must be returned before replacement will be released)	<input type="checkbox"/> Name Change (Original parchment must be returned with supporting documentation including a Notice of Address/Name Change form (NLC-RO155) before replacement will be released)	<input type="checkbox"/> Other (Please indicate)

**Method of Delivery**

<input type="checkbox"/> Mail to Address Above  <input type="checkbox"/> Mail to Another Address  <input type="checkbox"/> Pick Up at Slave Lake Campus	Name/Institution	Address if Different than Above
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**Document Fees**

I would like to order \_\_\_\_\_ Document(s) (at \$50.00 each) for a total cost of \$ \_\_\_\_\_.  
(No. of Documents)

Parchment to be sent: ☐ Immediately ☐ Other \_\_\_\_\_  
(Specify)

**Payment Method**      ☐ Cash   ☐ VISA   ☐ Master Card   ☐ Cheque/money order payable to Northern Lakes College  
**Do not post-date cheques**

To make your payment on our website click the link below:

<https://www.northernlakescollege.ca/make-a-payment>

Please Send Payment and Request to:

Student Records, Northern Lakes College      OR   Fax: 780-751-3355      OR   Email: [records@northernlakescollege.ca](mailto:records@northernlakescollege.ca)  
4208-53 Ave, High Prairie, AB, T0G 1E0

\*By signing this request, I understand that misrepresentation or attempts to obtain official documentation under false pretenses are serious offences that may result in disciplinary action as outlined under the Criminal Code of Canada.

<b>*Student Signature Required</b>	<b>Date (MM/DD/YYYY)</b>
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**Student Records Use Only**

- ☐ Parchment Replacement Form – Signed by student
- ☐ Original parchment returned, if applicable
- ☐ \$50 payment received

Questions regarding this form are to be directed to the identified Form Administrator.

<b>Related Northern Lakes College Documents:</b>	Academic - College Parchment Procedure Academic - Academic Standards – GRADES Regulation Academic - Grading and Progression through Programs Procedure Academic - Management of Student Records - Information Procedure Student Services – Student Fee Payments and Refunds Procedure
<b>Form Owner:</b>	Registrar
<b>Form Administrator:</b>	Administrative Assistant, Registrar
<b>Approved By:</b>	President’s Advisory Team
<b>Revision History:</b>	August 9, 2022: Update to template, content and superseding statement August 16, 2023: Update to content and superseding statement

The personal information that you provide to Northern Lakes College is collected under the authority of the *Post-Secondary Learning Act* and the *Freedom of Information and Protection of Privacy (FOIP) Act* – Section 33(c). The information will be used for the purposes of processing your request for a duplicate credential. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and may be reviewed subject to the provisions of the Act. Questions regarding the collection, use, and disclosure of personal information can be directed to: Registrar, [registrar@northernlakescollege.ca](mailto:registrar@northernlakescollege.ca) or FOIP Coordinator at (780) 751-3259 or [FOIPcoordinator@northernlakescollege.ca](mailto:FOIPcoordinator@northernlakescollege.ca).

Revised: July 02, 2025