



### REQUEST FOR A REPLACEMENT PARCHMENT

Graduates who have had their parchments destroyed or damaged may request a replacement parchment using this form. The original parchment must be surrendered when submitting this request. If the original parchment cannot be returned, sufficient reasoning and Statutory Declaration (signed and sealed by a Notary Public) is required. A replacement parchment will be the most current version of the University parchment and will be noted as a "reprint".

Submit completed form and documentation to Registrarial Services at [processing.aarr@lakeheadu.ca](mailto:processing.aarr@lakeheadu.ca) or by mail to: Lakehead University, Registrarial Services, Re: Replacement Parchment, 955 Oliver Rd, Thunder Bay, ON P7B 5E1. Payment must be made with the Accounts Receivable Office prior to a replacement parchment being produced.

Student Number		Date of Birth	
Full Name		Phone Number	
Previous Surname		Lakehead Email	
Current Address			

- I am returning my original parchment.
  I cannot return my original parchment and have attached a Statutory Declaration.

Name of degree and reason original parchment cannot be returned

There is a \$50.00 fee for each replacement parchment. Parchments may either be picked up at Enrolment Services in Thunder Bay or Student Central in Orillia at no additional charge or may be mailed to an address of your choosing for a \$35.00 mailing fee.

- I would like to pick up my replacement parchment at
  Student Central - Thunder Bay Campus  
 Student Central - Orillia Campus  
 I would like my replacement parchment mailed (additional \$35.00) to

Replacement Parchment Mailing Address

- The address above is a new home address that can be added to my Lakehead University record.

**Replacement parchment cost is \$50.00 PLUS additional mailing fee.**

**Requests MUST be pre-paid through the Accounts Receivable Office at 807-343-8140 or [accounts@lakeheadu.ca](mailto:accounts@lakeheadu.ca).**

**Original parchment or statutory declaration MUST be received prior to replacement parchment being produced.**

Print Name (Student)

Signature

Date