



# REPLACEMENT DOCUMENT REQUEST

## Student Records

SW1–1st Floor, 3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.432.8353 E records@bcit.ca

**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to records@bcit.ca

### PLEASE NOTE:

- If you attended BCIT in 1993 or prior, please contact Student Records before completing this form.
- If your name has been legally changed, e.g., via marriage/divorce, you will also need to submit name change documentation.
- Your replacement document will be mailed to you via Canada Post. Please allow 5 business days for delivery.

Fields marked with an asterisk (\*) are mandatory.

### PERSONAL INFORMATION

Your BCIT ID Number*	Legal First Name (given name)*	Legal Last Name (family name)*	Birth Date (DD-MMM-YYYY)*
<b>A0</b>			

### CONTACT INFORMATION

Please provide at least one phone number\*

Mailing Address (number and street)*			Home Phone Number
City*	Province	Postal Code*	Mobile Phone Number
Country*	Email Address*		

### PROGRAM INFORMATION

Program Name*
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DOCUMENT REQUESTED*	REASON FOR REPLACEMENT	REPLACEMENT FEE	ADDITIONAL INSTRUCTIONS
<input type="checkbox"/> <b>Replacement Credential</b> Allow 3–5 weeks for processing and delivery.	<input type="checkbox"/> Credential was not received	No charge within <b>six months</b> of graduation, \$77.00 thereafter.	Complete the affidavit on the second page of this form.
	<input type="checkbox"/> Credential has been lost	\$77.00	
	<input type="checkbox"/> Credential is damaged	\$77.00	Return your original credential to student records.
	<input type="checkbox"/> Legal name change	No fee	
<input type="checkbox"/> <b>Replacement Log Book</b> Allow 3–5 weeks for processing and delivery	<input type="checkbox"/> Log book was not received	No charge within <b>six months</b> of graduation, \$26.00 thereafter.	Provide a passport-sized photo to Student Records.
	<input type="checkbox"/> Log book has been lost	\$26.00	

### STUDENT AUTHORIZATION

<input type="checkbox"/> I acknowledge the processing fee.	Date (DD-MMM-YYYY)*	Signature*
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### PAYMENT INFORMATION

Student Information and Enrolment Services will contact you for your replacement fee once your replacement document has been processed.
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**T** 604.432.8353 **F** 604.431.0817 **E** records@bcit.ca

If you have lost your credential or have never received your original credential, please fill out this affidavit.

## AFFIDAVIT

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

BCIT ID number: \_\_\_\_\_

Name of program: \_\_\_\_\_

Year of issuance: \_\_\_\_\_

## DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
Name Street Address

do solemnly declare that:

- ☐ I have not received the original credential
- ☐ I do not know the whereabouts of the credential awarded to me upon my successful completion of said course/program and believe the credential to be lost.

\_\_\_\_\_  
Signature

### WITNESS:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature