



REPLACEMENT DOCUMENT REQUEST

Student Records

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

T 604.432.8353 F 604.431.0817 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 BCIT.

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.
- Official photo ID is required at the time of pick up. A third party may pick up documents on a student's behalf by presenting a Consent to Release Information to a Third Party form bearing the student's BCIT ID number and signature.

Fields marked with an asterisk (*) are mandatory.

PERSONAL INFORMATION

Your BCIT ID Number* A0	Legal First Name (given name)*	Legal Last Name (family name)*	Birth Date (DD-MMM-YYYY)*
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CONTACT INFORMATION

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

PROGRAM INFORMATION

Program Name*

DOCUMENT REQUESTED*	REASON FOR REPLACEMENT	REPLACEMENT FEE	ADDITIONAL INSTRUCTIONS
<input type="checkbox"/> Replacement Credential Allow 2–4 weeks.	<input type="checkbox"/> Credential was not received	No charge within six months 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"/> Replacement Log Book Allow 2–4 weeks.	<input type="checkbox"/> Log book was not received	No charge within six months of graduation, \$26.00 thereafter.	Provide a passport-sized photo to Student Records.
	<input type="checkbox"/> Log book has been lost	\$26.00	

DELIVERY REQUESTED*

<input type="checkbox"/> Pick up at Burnaby Campus SW1-1st Floor.	<input type="checkbox"/> Mail via Canada Post (allow 5 business days).
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STUDENT AUTHORIZATION

Signature*	Date (DD-MMM-YYYY)*
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PAYMENT INFORMATION

For security reasons, please do not email your credit card information. We can accept payment information through our secure fax number, over the phone or in-person.

<input type="checkbox"/> Cash/Debit – in-person only <input type="checkbox"/> Cheque, bank draft or money order payable to BCIT.				
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	<table border="1"> <tr> <td>Credit Card No.</td> <td>Expiry (MM-YYYY)</td> <td>Card Holder Signature</td> </tr> </table>	Credit Card No.	Expiry (MM-YYYY)	Card Holder Signature
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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.

WITNESS:

Name

Address

Date

Signature

Witness Signature