



Collège communautaire du Nouveau-Brunswick

Request for Duplicate Diploma or Certificate

- ✓ Please complete, print, and sign the **Request for Duplicate Diploma or Certificate** and the **Affidavit**.
- ✓ If you are an international student, please attach an Attestation of Loss, which you may obtain from the city or town hall, prefecture, or police station in your locality.
- ✓ Submit the above to the CCNB in person, by mail, by fax, or by e-mail to ccnb.registrariat@gnb.ca.
- ✓ Make cheques or money orders payable to the CCNB.

CCNB – Campus de Bathurst

725 Collège Street
 Bathurst, N.B. E2A 3Z2
 CANADA
 Tel.: 506-547-2145/1-800-552-5483
 Fax: 506-547-7674

CCNB – Campus de Campbellton

47 Village Avenue
 Campbellton, N.B. E3N 3G7
 CANADA
 Tel.: 506-789-2377/1-888-648-4111
 Fax: 506-789-6504

CCNB – Campus de Dieppe

505 Collège Street
 Dieppe, N.B. E1A 6X2
 CANADA
 Tel.: 506-856-2200/1-800-561-7162
 Fax: 506-856-2847

CCNB – Campus d'Edmundston

35 Du 15-août Street
 Edmundston, N.B. E3V 3K7
 CANADA
 Tel.: 506-735-2500/1-888-695-2262
 Fax: 506-735-2717

CCNB – Campus de la Péninsule acadienne

218, boulevard J.-D.-Gauthier
 C. P. 2010
 Shippagan NB E8S 3H1
 CANADA
 Tel.: 506-336-3073/1-866-299-9900
 Fax: 506-336-3075

Please indicate first and last names as they should appear on the duplicate diploma or certificate (please print).

Personal information (*compulsory field)		
Student number	* Last name	* First Name
* Last name at birth (if different from current name)	* Date of birth	* Telephone (home)
		Telephone (cell/work)
* Mailing address	* City/town and province	* Postal code and country
Social insurance number		
2. Information about program(s)		
Program title	Campus	Year program completed

This request is being made for the following reason:

- The original was lost. If I find it after I receive the duplicate, I agree to return the duplicate by mail to the address above. I agree to file an affidavit in support of my request.
- The original was destroyed (explain briefly below). I agree to file an affidavit in support of my request.

Explanation:

- An affidavit signed by a commissioner of oaths (*attached to this form*) is required in order to receive a duplicate; in the case of an international student, an attestation of loss issued by the city or town hall, prefecture, or police station in the person's locality must be attached to this form.
- The fee for a request for a duplicate is \$50 + GST (15%), or the equivalent of C\$50 + GST (15%) in FCFA (African Financial Community francs), payable in advance to the CCNB (cheque or money order).
- Unless otherwise stipulated, your duplicate diploma or certificate will be sent to your permanent address by registered mail.
- The CCNB reserves the right to refuse any request that is not sufficiently justified.

Requester's signature: _____

Date: _____

SECTION RESERVED FOR THE CCNB

<input type="checkbox"/> Cheque <input type="checkbox"/> Money order	Request received on _____ Document sent _____ Sent <input type="checkbox"/> in person <input type="checkbox"/> by mail <input type="checkbox"/> by e-mail <input type="checkbox"/> by fax Initials of Student Services employee: _____
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Affidavit

I, the undersigned, _____, of _____,

Province _____,

MAKE OATH AND SAY as follows:

1. I obtained a diploma or certificate in _____,
Program title

from the Collège communautaire du Nouveau-Brunswick - Campus de _____.

2. The original diploma or certificate issued by the Collège communautaire du Nouveau-Brunswick was lost or destroyed.

3. I made every reasonable effort to find this diploma or certificate before submitting my request for a duplicate.

Signature: _____

SWORN TO BEFORE ME, _____

at _____, this _____ 20____.

Signature of Commissioner of Oaths: _____