



Office of the Registrar

P.O. Box 4200, St. John's, NL
 Canada A1C 5S7
 Tel: 709 864-8260
 Email: graduation@mun.ca
www.mun.ca

Lost Parchment Declaration

Submit this form if you have submitted, or will soon submit, a completed “*Replacement Parchment Request*” form if your original degree has been lost, stolen, or destroyed.

Only a completed paper copy, bearing your signature and the seal and signature of a Notary Public or Commissioner of Oaths, is accepted. The Office of the Registrar's full mailing/delivery address is available here: <https://www.mun.ca/regoff/contact/>

Realizing that my original parchment is a legal document, I understand that, under normal protocol, I may not receive a replacement until I have provided the Office of the Registrar with original copy for destruction. This declaration confirms why my original parchment is not being returned with my ***Replacement Parchment Request*** form.

I, _____ hereby declare that my original parchment has been

PRINT FULL NAME

lost, stolen, or destroyed and is no longer in my possession. Below is my brief explanation of how the parchment was lost or destroyed:

| | |
|--------------------------|--|
| Student Signature | Date |
| MUN Student Number | Date of Birth (if Student Number unknown) |
| Student Telephone Number | Email @ |
| Received Date | For Office Use Only |

Notary Public or Commissioner of Oaths *(complete the information below and affix seal/stamp)*

| | | |
|-------------------------------|--|----------------------------------|
| _____ Name (Print Clearly) | _____ Signature | _____ Date (Month, Day, Year) |
| _____ Street Address | _____ City, State/Province, and Country | |

Personal Information and Protection of Privacy: *The information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). It is needed to process your request and determine your eligibility for a replacement of an official Memorial University degree, diploma, or certificate parchment. Questions regarding the use of information collected on this form may be directed to the Registrar's Office at graduation@mun.ca.*