



OFFICE OF THE REGISTRAR

Lost Parchment Declaration

Submit this form if you selected **Option C** on the [Replacement Parchment Request](#) stating that your original parchment has been lost, stolen or destroyed.

Only an original completed copy, bearing your signature and the seal and signature of a Notary Public or Commissioner for Oaths, will be accepted. Digital copies or photocopies of this form will not be accepted.

Drop off this form to A 2003, or mail to: Registrar's Office, Memorial University, 230 Elizabeth Avenue, St. John's NL A1C 5S7

Inquiries can be directed to graduation@mun.ca or 709 864 4435.

Declaration

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 Registrar's Office with an 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 lost, stolen, or destroyed and is no
PRINT FULL NAME

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

Graduate's Signature

Date (Month/Day/Year)

Student Information

MUN Student ID Number

Date of Birth (if student ID number unknown)

Telephone

@mun.ca email

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

For Office Use Only

Date received:

Notary Public or Commissioner for Oaths

Complete the information below and affix seal/stamp

Name (Print Clearly)

Street Address

City, Province/State, Postal/Zip Code, Country

Signature

Date (Month/Day/Year)