|  |  |
| --- | --- |
| **Duplicate Parchment Request Form** |  |

**Please complete this form and return to:**

*Examinations Office, Dun Laoghaire Institute of Art, Design + Technology, Carriglea Park, Kill Avenue, Dun Laoghaire, Co Dublin*

**The completed form must be submitted with the following:**

* Completed Statutory Declaration (attached) signed by a Commissioner for Oaths
* Evidence of fee payment of €100 to IADT for duplicate parchment (email confirmation is acceptable)

*I wish to request the issue of a duplicate parchment in respect of my IADT award. In addition to this application form, I enclose the statutory declaration and the appropriate fee.*

*My details are as follows:*

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
|  |
|  |
| **Contact Phone Number** |  |
| **Email Address** |  |
| **Date of Birth** |  |
| **IADT Student Number** *(if known)* |  |
| **Year of Conferring** |  |
| **Title of Programme Undertaken** |  |

Please note that the word DUPLICATE will appear on the new parchment

***For Official Use only***

|  |  |
| --- | --- |
| **Date Received** |  |
| **Payment Evidence** |  |
| **Statutory Declaration attached** |  |
| **Date Processed** |  |
| **Signed** |  |

|  |  |
| --- | --- |
| **Statutory Declaration Form** |  |

**I,** *(insert full name)* **of**

*(insert address)* **aged 18 years and upwards, do solemnly and sincerely declare that:**

1. **I am one and the same person on whom the following qualification** *(tick the appropriate box below)* **in**

**was conferred on in the**

**year**  **by Dun Laoghaire Institute of Art, Design +**

**Technology, and that I was the recipient of the said parchment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Qualification** | **Level** | **Tick the appropriate box below** | |
|  | National/Higher Certificate | 6 |  | |
|  | National Diploma/Bachelor Degree | 7 |  | |
|  | Honours Bachelor Degree | 8 |  | |
|  | Masters Degree | 9 |  | |
|  | | | | |

2 The said parchment of which I was the recipient has been lost and despite careful and exhaustive searches cannot be located. I therefore believe it to have been irretrievably lost or destroyed.

3 I hereby request that a duplicate be issued to me by Dun Laoghaire Institute of Art, Design + Technology, by way of replacement.

AND I make this solemn declaration conscientiously believing that the same to be true for the benefit of the Institute

and by virtue of the Statutory Declaration Act, 1938.

**TO BE COMPLETED BY A COMMISSIONER FOR OATHS:**

**Declared by** *(declarant’s name)* **on this**

*(date)* **day of** *(month)* **20** *(year)* **in the City/County of**

*(county)*, **before me, a Commissioner of Oaths/Practising Solicitor/Peace Commissioner, and I verify the identity of the Declarant.**

**Official Stamp Signed:**

*(Commissioner for Oaths/Practising Solicitor/Peace Commissioner)*

**Address**:

**Contact Number**: