

REPLACEMENT PARCHMENT ORDER: PROCESSING INFORMATION

Please return your statutory declaration, certified copy of your passport identity page and your completed order form to graduation@lincoln.ac.nz

Your parchment is a legal document and the University may only issue one parchment at any time. To have the University re-issue a parchment you must complete the statutory declaration form and include a certified copy of your passport (page with photo, personal details and signature).

The witnessing of your signature and the verification of your identity is to protect you from anyone making a request for a parchment in your name for the purposes of identity theft. If you are ordering more than one replacement parchment please list them both on one statutory declaration form. The key purpose of the statutory declaration form is to confirm that your identity is verified.

Replacement parchments will be issued on the current parchment design and will be signed by the current Chancellor and/or Vice-Chancellor. Damaged parchments must be returned to the University when a replacement parchment is requested.

Cost:

The cost of ordering a replacement parchment is \$NZ 65.00 per parchment.

Processing time:

Please allow five working days on payment and receipt of your order. In times of peak University activity, such as prior to semester start and annual graduation please allow up to 10 working days to process.

Delivery:

Lincoln will send your parchment to you free of charge by standard NZ post delivery. Delivery times will depend on your destination.

OPTIONAL: you can pay for a tracked courier delivery (non-signature) if preferred, and the instructions on how to do this are provided on the payment and delivery form. Economy delivery is approximately 6 - 8 working days and a tracking reference is provided on delivery so you can monitor progress.

Making Payments Online

Make payments online using Net Banking

REPLACEMENT PARCHMENT ORDER: STATUTORY DECLARATION

I.....

Address.....

This declaration must be completed in front of a person authorised to take a statutory declaration.

I have included a certified copy of my passport (page with photo, personal details and signature).

I do solemnly and sincerely declare:

1. That I graduated from Lincoln University with a degree/diploma in

