



BAHAMAS AGRICULTURE & MARINE SCIENCE INSTITUTE
REQUEST FOR REPLACEMENT OF LOST/DAMAGED DEGREE

IMPORTANT INFORMATION

1. The replacement cost for a replacement certificate is \$75.00
2. Payment can be made online [Online Fees Payment | Make Online Payment | BAMSI](#) or by visiting the Head Office on East Bay Street.
3. Proof of payment and request form must be emailed to registrar@bamsibahamas.edu.bs. This form cannot be processed without this information.
4. Please allow ten (10) working days after confirmation of payment for request to be completed
5. Receipt / Transaction Number: _____
6. ONLY the student can request copies of their certificate and degrees
7. If you request your certificate to be mailed, the policy of BAMSI is that certificates/degrees will only be mailed via courier and you are responsible for the cost of the courier service.
8. Please print required information for clarity

SECTION A: APPLICANT INFORMATION

Full Name (as on original degree): _____

Student ID Number: _____ Date of Birth (DD/MM/YYYY): _____

Programme Completed: _____ Year of Graduation: _____

Email Address: _____ Phone Number: _____

Current Mailing Address:

SECTION B: REASON FOR REQUEST

Lost Damaged Name Change Other (please specify): _____

If damaged, you must return the damaged original when collecting the replacement.

SECTION C: REQUIRED DOCUMENTS

- Valid Government-issued ID (Passport or NIB Smart Card) Proof of Name Change (if applicable)
- Copy of Police Report (for lost/stolen degree) Damaged degree (if applicable)

SECTION D: DELIVERY / COLLECTION OPTION

- I will collect the replacement degree in person.
- I authorize _____ to collect my certificate/degree (ID required)
- Please mail to the address provided above. (Additional mailing fees may apply.)

SECTION E: DECLARATION

I hereby certify that the information provided on this form is true and accurate. I understand that the replacement degree will be issued only after all requirements are met and payment is confirmed.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Received By: _____ Date: _____

Documents Verified (Yes/No): _____ Degree Issued On: _____

Payment Confirmed (Yes/No): _____

Processed By: _____ Date: _____

Remarks:

DIGITAL SUBMISSION INSTRUCTIONS

1. Complete all required fields and save this form to your device.
2. Open your email and attach the saved PDF or this document.
3. Go online and make payment
4. Attach payment confirmation
5. Send to: registrar@bamsibahamas.edu.bs