

[Knowledgebase](#) > [Applying](#) > [Transcripts and awards](#) > [How do I request a replacement award?](#)

## How do I request a replacement award?

Sarah Ryder - 2021-11-22 - [Transcripts and awards](#)

An Award will be issued to you on the successful completion of your qualification.

If your Award has been lost or destroyed you can request a replacement Award to be printed. There is a \$50 charge for a replacement Award.

### To request a replacement Award

1. Download the [Replacement Award Request form](#)
2. Have your declaration witnessed and signed by a Justice of the Peace, a Court Registrar or Judge.
3. Email the completed form to **academic@nmit.ac.nz**, with your name in the subject line.
4. Pay the \$50 fee. [How do I pay my fees or other charges?](#)

- Tags
- [Award certificate](#)
- [Replacement award](#)

### Related Content

- [Replacement Award Request Form](#)