

# Duplicate Diploma Request



Reason for request:

\_\_\_\_\_ Lost/Destroyed - *Form may be emailed.*

\_\_\_\_\_ Name Change - *Our office needs the signed form along with required documents.*

\_\_\_\_\_ Other: \_\_\_\_\_

## Duplicate Diploma Only

Complete Steps 1 and 2. Pay fees with Enrollment Services. You may call 432-837-8050. Select Option 2 for Customer Service, then Option 1 to make a payment.

1 Name as it appeared on your diploma:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 Degree Awarded: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

## Duplicate Diploma with a Name Change

Complete Steps 3 through 6. A name change requires that you complete, sign, and mail the request along with documents to our office. Pay fees with Enrollment Services. You may call 432-837-8050. Select Option 2 for Customer Service, then Option 1 to make a payment.

3 Name as first it appeared on your diploma:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 Degree Awarded: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

5 New name as you want it to appear on your diploma:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6 Required documents for a name change:

*Please provide or send one document from the Primary Identification list and one from the Supporting Identification list. They may either be originals or notarized copies of the original. All documents must match the requested new name.*

Primary Identification	Supporting Identification
Certificate of Naturalization	Court Order
Driver's License	Divorce Decree
Military ID	Marriage License
Passport	Social Security Card
State Issued ID Card	Temporary Driver's License
US Citizenship Certificate	Temporary ID Card

\_\_\_\_\_

\_\_\_\_\_

## Cost of Duplicate Diploma

Fees must be paid before the diploma can be printed. All diplomas will be mailed unless otherwise specified.

\_\_\_\_\_ \$25 Includes duplicate diploma plus shipping

\_\_\_\_\_ \$45 Includes duplicate diploma, diploma cover, and shipping

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

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