



STATE OF TENNESSEE
 Department of Education
 ATTN: Duplicate Diplomas
 9th floor, Andrew Johnson Tower
 710 James Robertson Parkway
 Nashville, TN. 37243
 Phone 615-253-5705

Tennessee Public High Schools only - DUPLICATE DIPLOMA REQUEST:
Send request to address above. No GED requests. GED requests need to go through TN Dept of Labor and Workforce Development, Adult Education Div.

Effective immediately, only written and signed requests will be accepted. The student who is requesting the duplicate diploma must sign the form, and must include the \$10.00 fee - Money Order only (NO CHECKS and NO CASH). **NO REQUEST WILL BE COMPLETED WITHOUT THE FEE.** Please make Money Order payable to: **TREASURER, STATE OF TENNESSEE**
 Please call 615-253-5705 for any questions.

The following is the information needed:

FULL NAME OF STUDENT: (as it was the year you graduated)

NAME OF TENNESSEE PUBLIC HIGH SCHOOL ATTENDED:

CITY & COUNTY WHERE SCHOOL IS LOCATED:

DATE OF GRADUATION (month & year):

DOB: _____

Signature of Student making request:

<p>SDE only</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Current mailing address to mail diploma:

Telephone: _____

Please allow 2-3 weeks for request to be processed.