

**Office Use Only**

Amt Pd: \_\_\_\_\_  
Ck/MO#: \_\_\_\_\_  
Paypal Conf#: \_\_\_\_\_  
Processed by: \_\_\_\_\_  
Date Processed: \_\_\_\_\_

## Replacement Diploma Request Form

ALL requests forms for replacement diplomas must be completed and signed by the student for which the diploma is being requested.

**A copy of a photo ID must be provided with the request.**

PLEASE PRINT CLEARLY AND COMPLETE THE INFORMATION BELOW:

\_\_\_\_\_  
Graduate's Full Name (as it appeared on the original diploma)

*(If you are requesting a diploma in a name other than the one in which your diploma was originally issued, you must provide notarized documentation of name change e.g., copy of marriage certificate, divorce decree, etc.)*

\_\_\_\_\_  
High School Name

\_\_\_\_\_  
Year of Graduation

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY):

\_\_\_\_\_  
Graduate's Phone Number:      Email: \_\_\_\_\_

Return Address (to whom and where the diploma should be mailed)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address/Post Office Box/Apt. No

\_\_\_\_\_  
City/State/Zip Code

**I hereby declare the above information is true and correct:**

\_\_\_\_\_  
Graduate's Signature

\_\_\_\_\_  
Date

### Ordering Information:

*Fees include postage and handling for Orders Mailed*

- |   |              |
|---|--------------|
| <input type="checkbox"/> Duplicate Diploma (Standard – 2-3 weeks from date order placed)          | \$30.45 each |
| <input type="checkbox"/> Duplicate Diploma (Expedited – 1-5 business days from date order placed) | \$45.95 each |

*Fees for orders picked up at: 23160 Moakley Street, Leonardtown, MD*

- |   |              |
|---|--------------|
| <input type="checkbox"/> Duplicate Diploma (Standard – 2-3 weeks from date order placed)          | \$25.45 each |
| <input type="checkbox"/> Duplicate Diploma (Expedited – 1-5 business days from date order placed) | \$40.95 each |

Full payment must be received **before** orders are placed. Please include payment by check or money order made payable to “St. Mary’s County Public Schools”. If paying by Pay Pal, there will be a \$2.00 service fee added to your order at the time of ordering.

Return this form to:      St. Mary’s County Public Schools  
Office of the Superintendent  
23160 Moakley Street, Suite 109  
Leonardtown, MD 20650  
ATTN: Melissa Evans