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

☐  Duplicate Diploma (Standard – 2-3 weeks from date order placed) $30.45 each
☐  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

☐  Duplicate Diploma (Standard – 2-3 weeks from date order placed) $25.45 each
☐  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