

ALAMEDA HIGH SCHOOL DUPLICATE DIPLOMA REQUEST

Please print legibly. AHS is not responsible for incorrect contact/mailling information.

Name _____ Name at Time of Graduation (if different) _____
(as it appeared on original diploma)

Birth Date _____ Year Graduated _____ Home Phone # _____ Cell # _____

Full Address _____

Email _____

☐ **Attached is a copy of my driver's license/picture ID; I authorize Alameda High School to complete this request.**

Signature _____ Date _____

Payment (cash, check, money order) made payable to Alameda High School (please place "duplicate high school diploma" in "Memo" portion of your check/money order). Mail the completed form, payment and a copy of your picture ID/driver's license to Alameda High School, 2200 Central Avenue, Alameda, CA 94501. Full payment must be received prior to the order being placed. Please allow 10-12 weeks after the order has been received.

_____ **Duplicate Diploma Only (\$50)**

_____ **Duplicate Diploma w/Cover (\$60) – please provide 8 ½" x 11" padded envelope, self-addressed and stamped with \$3.50 postage**

Payment (credit card) – please contact Jostens at 925-838-1835 for costs, postage, and delivery timing. They will contact Alameda High School for graduation date verification before processing your duplicate diploma request.

_____ **Please mail my duplicate diploma. If requested with cover, I've provided an 8 ½" x 11" padded envelope, self-addressed and stamped with \$3.50 postage for the U.S. Postal Service. If order does not include a diploma cover, it will be sent regularly by the U.S. Postal Service.**

Should you authorize someone else to pick up your duplicate diploma from Alameda High School, you must supply the following information about that person in writing. The person picking up your duplicate diploma on your behalf must supply proper legal identification.

_____ **Please contact my designee (as shown below) for pick up and contact me as well.**

Designee Name _____ Phone # for designee _____

For office use only: Request Received: _____ In Person _____ By Mail _____
Pick Up: _____ Personal Pick Up _____ Designee Pick Up _____
Padded envelope provided _____