



## Replacement/Duplicate Diploma Request Form

### Personal Information

The fee for each replacement/duplicate diploma is \$75. Complete and submit the form along with a check or money order payable to Talladega College, Attn: Business Office, 627 W. Battle Street., Talladega, AL 35160. If paying with credit card, request can be emailed to [sdborden@talladega.edu](mailto:sdborden@talladega.edu) or call 256.761.6224. Diplomas will be reprinted with the graduate's name as it appeared on their official college record at the time of degree conferral. If you are requesting a diploma in a name other than the one in which your diploma was originally issued, you must provide documentation of the name change i.e., copy of a marriage certificate, divorce decree, etc. Contact the Registrar's Office at 256.761.6253 with questions.

**Please print your name clearly as it will appear on the diploma:**

\_\_\_\_\_  
First Middle Last

Former/Maiden Names: \_\_\_\_\_

Student ID (or last four digits of SS#) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Degree Information** Note: replacements are issued in our current style/size, and will bear the signatures of current officials.

Degree/Certificate Earned: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

### Payment and Delivery Options

- All payments are due in advance; request will not be processed until payment is received
- Cost \$75 for each copy ordered, additional cost for international shipping
- Request may take 4-6 weeks to process. Please allow additional time for international shipping.
- Diplomas cannot be released if there is a financial hold on the student account
- Duplicate diplomas cannot be faxed or emailed

#### **Form of Payment**

- Check \*
- Money Order \*
- Visa/MasterCard/Discover/American Express

#### **Delivery Method:**

- Pick Up (Photo ID is required)
- Mail - Address

#### **\* Make payable to Talladega College**

Name (exactly as it appears on the card): \_\_\_\_\_

\_\_\_\_\_  
Street Address

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

Card#: \_\_\_\_\_

\_\_\_\_\_  
Signature of Graduate (Required)

Expiration (MM/YY) \_\_\_\_\_ CVS Code: \_\_\_\_\_

### **FOR BUSINESS OFFICE USE ONLY:**

Approved: ( ) Disapproved: ( ) Reason:

Amount Paid: \$ \_\_\_\_\_ ( ) Cash ( ) Check ( ) Money Order ( ) Credit/Debit

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_