

Duplicate Diploma Request Form

PLEASE NOTE: This form is **NOT** to be used for GED requests. To request a copy of a GED, please visit www.diplomasender.com or call 855-313-5799. This form is not used for private or home school requests.

To request a duplicate copy of a diploma from a Tennessee Public High School, please complete this form and mail it to the following address:

State of Tennessee Department of Education
Attn: Duplicate Diplomas
Andrew Johnson Tower, 9th Floor
710 James Robertson Parkway
Nashville, TN 37243

Only signed requests will be accepted. The former student who is requesting the duplicate diploma must sign the form and **include a \$10.00 money order**. Cash and personal checks cannot be accepted. **No request will be completed before the fee is paid.** Money orders need to be completed filled out.

All money orders must be made payable to: **TREASURER, STATE OF TENNESSEE.**

Please allow 2-3 weeks for requests to be processed. For any questions, call 615-532-4734.

The following information must be provided before your request can be processed: **Please write clearly**

FULL NAME OF STUDENT (as it was the year of graduation): _____

NAME OF TENNESSEE PUBLIC HIGH SCHOOL ATTENDED: _____

CITY & COUNTY WHERE SCHOOL IS LOCATED: _____

DATE OF GRADUATION (month & year): _____

Signature of Student Making Request: _____

Date of Birth: _____

Current Mailing Address to Mail Diploma:

Telephone: _____

SDE Only

