



## Replacement Diploma Request

### PERSONAL INFORMATION

Current Name \_\_\_\_\_ FSUID \_\_\_\_\_

Former Name (if applicable) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Email Address \_\_\_\_\_ 10-Digit Phone Number \_\_\_\_\_

Please select an option: do you prefer we contact you by email  or telephone  ?

Name As It Should Appear on Your Diploma

**NOTE:** If your name has changed since you graduated and you would like your new name printed on the diploma, you must provide documentation in the form of a copy of your driver's license, marriage license, etc.

### DEGREE INFORMATION

For which degree are you requesting a replacement?  Associate  Bachelor  Master  Doctoral

Graduation Date \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ Program: \_\_\_\_\_

Select the degree of distinction if applicable:  Cum Laude  Magna Cum Laude  Summa Cum Laude

### QUANTITY (\$10.00 per copy)

\_\_\_\_\_ 8.5" X 11" (Associate)

\_\_\_\_\_ 11" X 14" (Bachelor, Master, or Doctoral)

### DELIVERY METHOD

I will pick up my diploma (photo I.D. is required).

I authorize the person named below to pick up my diploma:

\_\_\_\_\_  
(Authorized individual must present photo I.D.)

I would like my diploma mailed to the address below:

### NOTARIZATION

Please indicate if we should notarize your replacement diploma.

### PAYMENT

Payments must be made in the form of a check or money order made payable to **Florida State University** and must be received before the order can be processed.

### MAILING INFORMATION

Orders are processed weekly, and delivery takes two to three weeks from the order date. Mail your request and payment to:

Office of Student Business Services  
Florida State University  
A1500 University Center  
282 Champions Way  
P.O. Box 3062394  
Tallahassee, FL 32306-2394

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**NOTE:** Replacement diplomas will be issued using the current diploma format; therefore, they may not be an exact replica of your original diploma. Replacement diplomas will include a "Replacement Diploma issued on [date]" statement in the lower left corner. This statement is generally hidden depending on the type of frame and matting used. Any diplomas unclaimed or returned undeliverable will be discarded after one year, and they must be reordered with full payment.

\_\_\_\_\_  
Student's Signature