

**REPLACEMENT DIPLOMA REQUEST FORM**

I am requesting a replacement/duplicate diploma.

**Name:** \_\_\_\_\_

**Degree:** \_\_\_\_\_

**Month/Date/Year Graduated:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Graduate's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notary Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notary Seal:**

**Please indicate the quantity requested:**

- \_\_\_\_ Diploma (\$15 each)
- \_\_\_\_ Red Book (\$3 each)
- \_\_\_\_ Certification (\$2 each)
- \_\_\_\_ Shipping (\$9 for domestic shipping; email [brady.114@osu.edu](mailto:brady.114@osu.edu) for an international shipping quote)

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Board of Trustees office use only

Staff initials: \_\_\_\_\_ Payment type/amount: \_\_\_\_\_ Type of ID verified: \_\_\_\_\_