

REQUEST FOR DUPLICATE DIPLOMA

If you are a graduate of Quincy Senior High School and have lost or misplaced your high school diploma, it is possible to order a duplicate diploma. The fee for a duplicate diploma is \$5.00. A diploma cover may also be purchased for an extra \$5.00.

Verification of your graduation date will need to be made. Please allow at least 7 to 10 business days for this service. Your driver's license or a picture id that includes your birth date must be shown when picking up your diploma. If you authorize someone else to pick up your diploma, include a copy of your id with this request.

• Current Information

Name: _____

Current Address: _____

Daytime Phone Number Where You Can Be Reached: _____

Email Address: _____

• Name as it appeared on your original diploma (PRINT)

• Identification

Date of Graduation: _____
Year

Date of Birth: _____
Month / Day /Year

Mother's Name: _____

Father's Name: _____

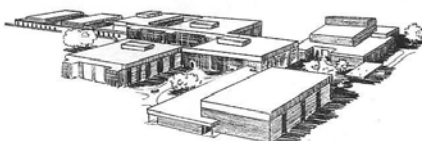
• Authorization

I authorize _____ to pick up my diploma.

Signature of Graduate: _____

Date: _____

Please return this form with your cash, check or money order to:



Quincy High School
Attn: Margy Donald
3322 Maine Street
Quincy, IL 62301