

# REQUEST FOR DUPLICATE DIPLOMA

This form will only be honored for the following years: 1976, 1978, 1985, 1993, 1996, 2001, 2008-2011, 2013, 2015-2022, May 2023.

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 \$25.00. A diploma cover may also be purchased for an extra \$25.00. Payment must accompany this form before a duplicate diploma is processed.

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 (Please 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 Senior High School  
Attn: Candice Bartley  
3322 Maine Street  
Quincy, IL 62301