

# 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 \$10.00. A diploma cover may also be purchased for an extra \$10.00. Payment must accompany this form before a duplicate diploma will be 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 you think 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 Senior High School  
Attn: Debbie McNeil  
3322 Maine Street  
Quincy, IL 62301