

DIPLOMA REPLACEMENT REQUEST
South Carolina Department of Education
Diploma Program
1429 Senate Street, Room 906
Columbia, SC 29201

The following information is needed to request a South Carolina high school replacement diploma:

- (1) The correct name of the high school, county, and year of graduation (incorrect school names and dates may delay processing).
- (2) A return address in space below.
- (3) Payment in the amount of **\$5.00** (cash, cashier's check, or money order, made payable to the South Carolina Department of Education).

NO PERSONAL CHECKS!

Effective October 1, 2010, the fee for mail in requests for a replacement diploma will be \$10.00 per duplicate diploma.

If all of the information you provide is correct, the replacement diploma will be mailed to the return address below in five (5) to seven (7) business days.

PLEASE PRINT CLEARLY

Full name at the time of graduation

High School

County

Year of Graduation

Area Code

Your Phone Number

- Check this box if you received your diploma through an adult education program.

Name

Street/Post Office Box

City/State/Zip Code

Your Current Legal Signature

Today's Date