DIPLOMA REPLACEMENT REQUEST  
South Carolina Department of Education  
Diploma Program  
1429 Senate Street, Mail Room High School Replacement Diploma  
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 $10.00 (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.  
THIS IS A NONREFUNDABLE RESEARCH PROCESSING FEE.

PLEASE PRINT CLEARLY

Full name at the time of graduation

________________________________________________________________________

<table>
<thead>
<tr>
<th>High School</th>
<th>County</th>
<th>Year of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
NOTE: Failure to provide your current legal signature will result in your request not being processed.