



**STATE OF TENNESSEE**  
**Department of Education**  
*Division of Legislation and Policy*  
ATTN: Duplicate Diplomas  
6<sup>th</sup> floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN. 37243  
Phone 615-253-2113

**Tennessee Public High Schools only - DUPLICATE DIPLOMA**

**REQUEST: Send request to address above. No GED requests. GED requests need to go through TN Dept of Labor and Workforce Development, Adult Education Div.**

Effective immediately, only written and signed requests will be accepted. The student who is requesting the duplicate diploma must sign the form, and must include the \$10.00 fee - Money Order only (**NO CHECKS and NO CASH**). **NO REQUEST WILL BE COMPLETED WITHOUT THE FEE.** Please make Money Order payable to: **TREASURER, STATE OF TENNESSEE**  
Please call 615-253-2113 for any questions.

The following is the information needed:

**FULL NAME OF STUDENT: (as it was the year you graduated)**

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**NAME OF TENNESSEE PUBLIC HIGH SCHOOL ATTENDED:**

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**CITY & COUNTY WHERE SCHOOL IS LOCATED:**

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**DATE OF GRADUATION (month & year):**

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**Signature of Student making request:**

**Current mailing address  
to mail diploma:**

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Please allow 2-3 weeks for request to be processed.