



## Duplicate Diploma Request Form

This form shall only be used to request a duplicate diploma for students who have attended a Tennessee public high school. The former student who is requesting the duplicate diploma must sign the form and include a \$10.00 money order payable to TREASURER, STATE OF TENNESSEE. Cash and personal checks cannot be accepted. **Requests will not be processed unless the form is fully completed, signed, and the fee is paid.** To request a duplicate copy of a diploma from a Tennessee Public High School, please complete this form and mail it to the following address:

State of Tennessee Department of Education  
Attn: Duplicate Diplomas  
Andrew Johnson Tower, 9th Floor  
710 James Robertson Parkway  
Nashville, TN 37243

Please note that this form cannot be used for GED, HiSET, or TSAC verification. The Department of Labor & Workforce Development oversees all high school equivalency (HSE) diplomas, transcripts, and verification requests for the GED, HiSET, and TASC tests. For more information, you can visit the Department of Labor & Workforce Development's [website](#).

Please allow two weeks for requests to be processed. For any questions, please contact Grace Jones at [Grace.Jones@tn.gov](mailto:Grace.Jones@tn.gov) or (615) 630-2555.

**FULL NAME OF STUDENT** (as it was the year of graduation): \_\_\_\_\_

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

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

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

**DATE OF BIRTH** (month, day, year): \_\_\_\_\_

**Signature of Student Making Request:** \_\_\_\_\_

**Current Mailing Address to Mail Diploma:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**SDE Only**

Diploma Type: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

\_\_\_\_\_