Duplicate Diploma Request Form

PLEASE NOTE: This form is NOT to be used for GED requests. To request a copy of a GED, please visit [www.diplomasender.com](http://www.diplomasender.com) or call 855-313-5799. This form is not used for private or home school requests.

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

Only signed requests will be accepted. The former student who is requesting the duplicate diploma must sign the form and include a $10.00 money order. Cash and personal checks cannot be accepted. **No request will be completed before the fee is paid.** Money orders need to be completed filled out.

All money orders must be made payable to: **TREASURER, STATE OF TENNESSEE.**

Please allow 2-3 weeks for requests to be processed. For any questions, call 615-532-4734.

The following information must be provided before your request can be processed: **Please write clearly**

**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):

**Signature of Student Making Request:**

**Date of Birth:**

Complete Mailing Address to Mail Diploma:

Telephone:__________________________

**SDE Only**

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Form ED-5175 Rev. 6/19