

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 Duplicate.Diploma@tnedu.gov or (615) 741-2921.

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: _____
