

Diploma Replacement Form

Please complete the form below and enclose it with your payment and transcript.

ALL INFORMATION IS REQUIRED

High School Name:	
City/State/Zip Code:	
County:	
Mail diploma to:	
First Name:	
Last Name (while enrolled):	
Address:	
City/State/Zip Code:	
Email Address:	
Phone Number:	
Do you want a PDF copy emailed to you?	
Payment Amount Enclosed:	
Money Order or Check Number:	

The cost of a duplicate diploma is \$45.00. Please send a Money Order or Check payable to Herff Jones, your sealed transcript and this completed form to the address below. **Please allow 6-8 weeks to receive your diploma in the mail. The 6-8 weeks process begins when we receive all required documents and payment.**** Questions or concerns? Call us at 1-800-635-5670.

Replacement Diploma Checklist:

- Completed Diploma Replacement Form
- Official sealed transcript from your high school*
- Money order or check made payable to Herff Jones

Herff Jones

Attn: Diploma Customer Service

4501 W. 62nd Street

Indianapolis, IN 46268

*The name printed on your replacement diploma will be the same as it reads on your official transcript.

**Any requests received with missing information/documentation will be returned to you unprocessed.