



STATE OF TENNESSEE

The Department of Education will make every attempt to assist Tennessee graduates in obtaining a duplicate high school diploma. In order to process requests, the following form must be mailed with the \$10.00 fee to:

**Department of Education
Office of Resources and Support Services
ATTN: Duplicate Diplomas
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN. 37243**

DUPLICATE DIPLOMA REQUEST:

Since requests must be accompanied by the \$10.00 processing fee made payable to
STATE TREASURER

No phone requests can be honored. No request will be processed without this fee.

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

NAME OF HIGH SCHOOL ATTENDED:

CITY & COUNTY WHERE SCHOOL IS LOCATED:

DATE OF GRADUATION (month & year):

Signature of Student making request:

Current mailing address:

Telephone: _____

Social Security #: _____

Requests are processed in the order received and generally are mailed within two weeks.
This office may be contacted at 615-532-4867 or tned.repdiploa@state.tn.us