

## Duplicate Diploma or Certificate Request

 \_\_\_\_\_  
 Student ID Number

 \_\_\_\_\_  
 Student Name (Last, First, MI)

 \_\_\_\_\_  
 Name at Time of Graduation or Completion

 \_\_\_\_\_  
 Date of Birth (MM/DD/YYYY)

 \_\_\_\_\_  
 Address

 \_\_\_\_\_  
 City

 \_\_\_\_\_  
 State

 \_\_\_\_\_  
 Zip

 \_\_\_\_\_  
 Primary Telephone Number

 \_\_\_\_\_  
 Secondary Telephone Number

 \_\_\_\_\_  
 Email Address

Provide appropriate diploma or certificate information:

- Associate in Arts  
 Program Title \_\_\_\_\_ Graduation Date \_\_\_\_\_
- Associate in Science  
 Program Title \_\_\_\_\_ Graduation Date \_\_\_\_\_
- Associate in Applied Science  
 Program Title \_\_\_\_\_ Graduation Date \_\_\_\_\_
- Certificate  
 Program Title \_\_\_\_\_ Graduation Date \_\_\_\_\_
- Adult High School or Collegiate High School  
 Graduation Date \_\_\_\_\_
- Non-Credit Course Completion Certificate  
 Course Title \_\_\_\_\_ Completion Date \_\_\_\_\_

The Duplicate Diploma or Certificate Request must be submitted along with a copy of a photographic identification card and the \$10 fee to a Pensacola State College Cashier's office. After payment, the request will be forwarded to the Admissions and Records office, and your duplicate diploma or certificate will be prepared and mailed to the address indicated above. You should receive your duplicate diploma within two weeks. Effective July 1, 2010, the College's name changed from Pensacola Junior College to Pensacola State College. Duplicate diplomas will be issued with the College's new name even if a student graduated prior to the name change.

GED diplomas are not issued by Pensacola State College. Duplicate diplomas for the GED must be requested from the State Department of Education, 325 West Gaines, Room 364, Tallahassee FL 32399-0400.

 \_\_\_\_\_  
 Student Signature

 \_\_\_\_\_  
 Date

Mail this form with payment and copy of photo identification card to  
 Pensacola State College Cashier  
 1000 College Boulevard  
 Pensacola, FL 32504-8998