



St. Bernard High School 9100 Falmouth Ave. Playa del Rey, CA 90293 310.823.4651

## Duplicate Diploma Request Form

1. Duplicate diploma fee is \$25.00. Please include the fee with your request.
2. Your graduation and graduation date from St. Bernard High School must be verified before request can be processed.
3. St. Bernard does not store diplomas on site. The diploma must be ordered from the engraving company.
4. Allow approximately 6-8 weeks for delivery of the the diploma to school.
5. Please indicate if you pick-up diploma or request that it be sent to you by mail.
6. If you have any questions, please contact school—310.823.4651 x100.

**Please give your full, legal name at the time your diploma was issued.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
(Maiden Name)  
Birth date \_\_\_\_\_ Year of Graduation \_\_\_\_\_ Date of Graduation \_\_\_\_\_

### Current Contact Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

When we receive diploma, how would you like to receive? Contact by

Email \_\_\_\_\_ Pick-up \_\_\_\_\_ Send by mail \_\_\_\_\_

Make checks payable to St. Bernard High School

Office use only: \_\_\_\_\_ Fee paid \_\_\_\_\_ Date \_\_\_\_\_ Date Processed \_\_\_\_\_