



**STATE OF TENNESSEE**  
Department of Education  
ATTN: Duplicate Diplomas  
6<sup>th</sup> floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN. 37243  
Phone 615-532-4867

**Tennessee Public High Schools only - DUPLICATE DIPLOMA REQUEST:**  
**Send request to address above. No GED requests.** GED requests need to go through TN Dept of Labor and Workforce Development, Adult Education Div.

Effective immediately, only written and signed requests will be accepted. The student who is requesting the duplicate diploma must sign the form, and must include the \$10.00 fee - Money Order only (**NO CHECKS and NO CASH**). **NO REQUEST WILL BE COMPLETED WITHOUT THE FEE.** Please make Money Order payable to: **TREASURER, STATE OF TENNESSEE**  
Please call 615-532-4867 for any questions.

The following is the information needed:

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

\_\_\_\_\_

**NAME OF TENNESSEE PUBLIC HIGH SCHOOL ATTENDED:**

\_\_\_\_\_

**CITY & COUNTY WHERE SCHOOL IS LOCATED:**

\_\_\_\_\_

**DATE OF GRADUATION (month & year):**

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Student making request:**

<b>SDE only</b> _____ _____ _____
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**Current mailing address to mail diploma:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Please allow 2-3 weeks for request to be processed.**