

## DIPLOMA REPLACEMENT REQUEST

**MAIL COMPLETED REQUEST TO:**  
**South Carolina Department of Education**  
**Diploma Program**  
**1429 Senate Street**  
**Mail Room High School Replacement Diploma**  
**Columbia, SC 29201**

The following information is needed to request a South Carolina high school replacement diploma:

- (1) The correct name of the high school, county, and year of graduation (*incorrect school names and dates may delay processing*).
- (2) A return address in space below.
- (3) Payment in the amount of **\$10.00** (*cash, cashier's check, or money order, made payable to the South Carolina Department of Education*).  
**NO PERSONAL CHECKS! (THIS IS A NON-REFUNDABLE RESEARCH PROCESSING FEE.)**
- (4) For an **additional** \$5.00 we can fax a copy of the duplicate diploma  
**(This is only offered when you mail in a request for a duplicate diploma)**

If all of the information you provide is correct, the replacement diploma will be mailed to the return address below in 2-3 weeks. We process all requests in the order we receive them. Please do not call the office to inquire if we received your request. This will only slow down the process.

### **PLEASE PRINT CLEARLY**

Full name at the time of graduation

High School

County

Year of Graduation

Area Code \_\_\_\_\_ Your Phone Number \_\_\_\_\_

Fax Request (additional \$5.00) Fax Number \_\_\_\_\_

Check this box if you received your diploma through an adult education program.

Current Name

Current Street/Post Office Box

Current City/State/Zip Code

Your Current Legal Signature

Today's Date

**NOTE:** Failure to provide your current legal signature will result in your request not being processed.

➤ **Mail completed request form to the address at the top of this form.**

If the name on your original High School Diploma is incorrect, you may do one of the following:

1. Visit the High School Diploma Replacement Office personally at 1401 Senate Street, Columbia, SC 29201. You will need to present your driver's license or state ID along with a copy of your birth certificate. Corrections will be made for spelling errors **only**. No changes will be made based on marriage, divorce, or name changes.

OR

2. Contact the school district office in which the high school from which you graduated is located. A school district official must fax or mail a statement on official letterhead indicating the error on your high school diploma and request that the South Carolina Department of Education change your name on your graduation records.

The fax number at the High School Diploma Replace Office is 803-734-5685.