

## Duplicate Diploma Request

This form must be completed and submitted to order a duplicate diploma. **A duplicate diploma may only be requested in the case of damage or loss to the original diploma provided at commencement.** The cost of ordering a duplicate diploma is **\$45.00** per diploma. Please enclose a personal check, money order or a cashier's check payable to **Herff Jones, Inc.** **Do not send cash.** Duplicate diplomas may take up to four weeks to be processed. During peak times (i.e. post-Commencement) diplomas may take longer than usual. The form **must be notarized**, either before it is mailed or when the form is delivered in-person to the Office of Student Affairs (Suite 115) of the UCF College of Medicine.

Personal Information	
UCF ID	Name (First, Middle, Last)
Print Name ( <b>AS YOU WANT IT ON YOUR DIPLOMA</b> )	
Telephone	Email Address
Address	
City	State
Zip Code	

Diploma Information	
Commencement Date	
Quantity	

Total Amount Enclosed \$ \_\_\_\_\_

**I certify that I am the above named person and the above statement is true and accurate to the best of my knowledge.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return completed form to:**  
 Office of Student Affairs  
 UCF College of Medicine  
 6850 Lake Nona Boulevard, Suite 115  
 Orlando, Florida 32827  
 (407) 266-1353

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_

Date Month Year

Notary Signature \_\_\_\_\_

Stamp/Seal of Notary

personally known  
 provided Identification  
 Type of identification provided