

# Duplicate/Replacement Diploma Request

- Replacement diplomas and certificates may be requested only by the student.
- Photo ID and payment must be provided with this form. This completed form and payment must be mailed to: University of North Florida, Attn: Records & Registration, 1 UNF Drive, Jacksonville, FL 32224.
- Records and Registration accepts checks or money orders only. Checks should be made payable to "UNF."
- Requests cannot be processed if you have any holds that prevent the release of diploma.
- Requests cannot be processed if the name provided below differs from your name on file at UNF. See **\*IMPORTANT NOTE below**.
- Orders are processed through our third-party servicer, **Parchment**. During peak times, requests may take up to 10 business days to process.

PLEASE PRINT LEGIBLY

Student Name: \_\_\_\_\_ (Required) Date of Birth: \_\_\_\_\_ (Required)

UNF ID #: N \_\_\_\_\_ Last 4 digits of Social Security Number: XXX-XX- \_\_\_\_\_ (Required for Parchment)

Email: \_\_\_\_\_ (Required) Mobile Phone # (for Parchment order notifications) ( \_\_\_\_\_ )

The State University System of Florida operated a system of records prior to January 1, 1975, pursuant to regulations of the Florida Board of Regents that required the use of Social Security numbers. Therefore each university may continue to require the disclosure of Social Security numbers by applicants and students under the Federal Privacy Act of 1974. This information was and currently is received from you for the purpose of identification and verification of student records including registration, financial aid, and academic records and of verification of your identity in connection with the provision of university services.

When did you graduate from UNF? Term: \_\_\_\_\_ Year: \_\_\_\_\_

Replacement/Duplicate document type:  Associates  Bachelor's  Master's  Doctoral  Certificate

Name as you would like it to appear on your diploma/certificate:

PLEASE PRINT LEGIBLY: \_\_\_\_\_

Your name will be printed **exactly** as you have indicated above (in accordance with UNF policy and space permitting)

For example: Ozzie F. Osprey, Ozzie Florida Osprey, Ozzie F. Osprey, Jr.

**\*IMPORTANT NOTE:** If the name you provided above is different than your current legal name in the UNF system, you must officially change your name at UNF before this request can be processed. To do this, submit a **Personal Information Update** form **along with documentation of your legal name to Records and Registration**. The form can be found here: <https://www.unf.edu/records/forms.html>. Acceptable documentation can include: driver's license, passport, birth certificate, state ID, and/or a court order approving a name change.

## Order and Delivery Information:

Replacements are issued via Parchment using current diploma formats and may not be an exact replica of the original diploma or certificate. Payment must be received before an order can be processed.

\_\_\_\_\_ total copies requested (\$10.00 per replacement)

Recipient Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

## OFFICE OF RECORDS & REGISTRATION USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Check/Money Order # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Holds \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Parchment DID: \_\_\_\_\_