



Registrar's Office  
 115 South St  
 Middletown, NY 10940  
 Telephone: 845-341-4140  
 Fax: 845-342-8662

# Request for Duplicate Diploma

Please print this order form and fill out below. Mail/Fax the completed order form with payment to address above. **The fee for a duplicate diploma is \$20.00.** The fee can be paid by cash (in person only), check or certified money order payable to "SUNY Orange", VISA, MasterCard, Discover or American Express.

**Please allow six to eight weeks for processing.**

Name:	Date of Birth	Maiden (Former) Name:
Current Mailing Address:	Student ID#: A _____ (OR)	
City / State / Zip	SSN ID#: _____ - _____ - _____	
Email Address:	Telephone Number:	Graduation Date:
Signature (REQUIRED):	Date:	

**Please note:** Your name will appear on your duplicate diploma exactly as it appeared on your original. The replacement diploma will state "Duplicate."

If paying by credit card please include the following:  _____ VISA    _____ Master Card    _____ Discover    _____ American Express  Name on Card: _____  Credit Card Number: _____  Expiration Date: _____ Security Code Number: _____	<i>*Billing information</i> <i>(Only if different from mailing address above)</i>  Address _____  _____  City/State/Zip _____  _____
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**DO NOT WRITE BELOW THIS LINE \* FOR OFFICE USE ONLY\***

Date Received:	Bursar Fee Paid _____ Initials _____ Date _____	Check for Holds _____ Degree Awarded _____ Graduation Date _____ Initials _____ Notes:
Date Ordered _____ Initials _____ Notes:	Sent for Signatures: Date: _____ Initials: _____ Initials _____ Notes:	Date Mailed: _____ Initials _____ Tracking: