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)**SSN ID#: \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_** |
| **City / State / Zip** |
| **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.”**

***\*Billing information***

 ***(Only if different from mailing address above)***

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **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: |

Revised 4-7-15