DUPLICATE DIPLOMA REQUEST

Office of Records & Registration, SUNY New Paltz 500 Hawk Drive, New Paltz, NY 12561-2439 Tel: 845-257-3100 Fax: 845-257-3103

To request a duplicate diploma, mail this form with \$25 per copy, cash, check, money order (payable to SUNY/New Paltz). Generally allow 8-10 business days (from time it arrives in our office) for processing. We cannot accept this form via email with payment information.

FOR OFFICE USE ONLY Identity Authentication			
Level 1			
Level 2			
Level 3 form ser	ot (date)		

Please type or <u>PRINT</u> <u>CLEARLY</u> :			N State HD
Last Name	First	MI	Student ID
Local Address: Street		Apt. No.	E-mail
City	State	Zip Code	() Telephone Number
Previous name(s)		· 	Date of Birth MM / DD / YYYY
			Dates Attended New Paltz
Name to be printed on diploma			From MM / YYYY to MM / YYY
SEND DUPLICATE DIPLO	ОМА ТО:		Enter number of copies on each of the below lines:
Person or Office			Undergraduate Graduate
College or Company			Each duplicate diploma is \$25.00.
Street			Shipping information: Diplomas are sent within the U.S. via the United Stat Postal Service in an 8.5"x11" enveloped
City	State	Zip Code	The requester must arrange another shipping method at the requester's own risk and expense, including mailing outside of the U.S. Diplomas are never sent electronically.
Signature (REQUIRED)		Date	☐ This request is for the purpose of
oignature (REQUIRED)		he address the	obtaining an apostille.