St. Mary's College Of Maryland
Office of the Registrar
Glendening Hall
18952 E. Fisher Road
St. Mary's City, MD 20686

Office Use Only
Amt Pd: _____
Ck#: _____
DO#:_____
Processed by:_____

Replacement Diploma Request Form

Replacement diplomas are issued within 10 – 12 weeks. Please include check or money order made payable to St. Mary's College of Maryland. Complete the information below, have your signature certified by a Notary Public, and return this form to the Office of the Registrar in Glendening Hall at the address listed above.

Please print your name clearly as it will appear on the Diploma:

Name: _____
First Middle Last

Former/Maiden Names: _____

(If you are requesting a diploma in a name other than the one in which your diploma was originally issued, you must provide notarized documentation of name change e.g., copy of marriage certificate, divorce decree, etc.)

Student ID (or last four digits of SS#): _____ Male/Female: _____

Date of Birth (MM/DD/YYYY): _____ Contact Phone Number: _____

Contact Email:_____

Address to which the diploma should be sent:

_____
Street/P.O. Box Apt. No. City State Zip

I hereby declare the above information is true and correct:

_____
Signature Date

Ordering Information:
Fees include postage and handling

☐	Duplicate diploma	$30.00 each
☐	Duplicate diploma cover	$20.00 each

To be completed by Notary Public:

Subscribed and sworn before me on this_____ day of _____.

Notary Public: _____ My commission expires on: _____