

**DIPLOMA REPLACEMENT REQUEST**  
**South Carolina Department of Education**  
**Diploma Program**  
**1429 Senate Street, Room 501**  
**Columbia, SC 29201**

The following information is needed to request a South Carolina high school replacement diploma:

- (1) The correct name of the high school, county, and year of graduation (incorrect school names and dates may delay processing).
- (2) A return address in space below.
- (3) Payment in the amount of **\$5.00** (cash, cashier's check, or money order, made payable to the South Carolina Department of Education).  
**NO PERSONAL CHECKS!**

If all of the information you provide is correct, the replacement diploma will be mailed to the return address below in five (5) to seven (7) business days.

**PLEASE PRINT CLEARLY**

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Full name at the time of graduation

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High School

County

Year of Graduation

Area Code \_\_\_\_\_ Your Phone Number \_\_\_\_\_

Check this box if you received your diploma through an adult education program.

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Name

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Street/Post Office Box

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City/State/Zip Code

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Your Current Legal Signature

Today's Date

**NOTE:** Failure to provide your current legal signature will result in your request not being processed.