



# Duplicate Diploma or Certificate Request Form

Texas State University-San Marcos  
Office of the Registrar  
601 University Drive  
San Marcos, Texas 78666  
512-245-2367

**NOTE: The duplicate diploma/certificate will reflect your official graduation/certificate date and information.**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student ID or Social Security Number: \_\_\_\_\_

Degree/Certificate Received: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Diplomas Requested: \_\_\_\_\_ Number of Certificates Requested: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### INSTRUCTIONS:

Complete form.  
 Include Payment: Charge for each diploma/certificate is \$15.00.  
 You may fax in your request with a credit card to fax: (512) 245-8126 or  
 You may mail in your request with money order, check or credit card information to:

Texas State University-San Marcos  
 Office of the Registrar  
 601 University Dr.  
 San Marcos, Texas 78666

Email requests cannot be honored. In order to protect your social security number and credit card data, University policy states that customer account data shall not be stored on campus computer systems. In light of this, please do not email credit card numbers or social security numbers in any form related to your request. We apologize for any inconvenience this may cause.

### PLEASE NOTE THE FOLLOWING INFORMATION:

1. **The duplicate diploma/certificate will reflect your official graduation/certificate date and information.**
2. Name Changes: (Name change request cannot be faxed since documents must be notarized)  
 If you are requesting a diploma with a name other than the one originally issued, you must complete a Personal Information Update form along with your duplicate Diploma/Certificate request. Legal documents must accompany any change of name request. If mailing your documents, you must have all copies of legal documents notarized before submitting to our office. Follow the below link for instructions and name change information or contact our office.  
<http://www.registrar.txstate.edu/our-services/personal-info-update.html>
3. The duplicate diploma will bear the signatures of the current University President and Board of Regent's Chair.
4. There is a two week turnaround for processing of diploma.

### AUTHORIZATION:

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

### PAYMENT INFORMATION:

Credit Card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Name card is in: \_\_\_\_\_ ZIP Code where bill is mailed: \_\_\_\_\_