



2000 Clayton State Boulevard
Morrow, GA 30260-0285
Phone: (678) 466-4145
Fax: (678) 466-4169
www.clayton.edu

REPLACEMENT DIPLOMA/CERTIFICATE ORDER FORM

Laker ID *Date of Birth* *Degree/Certificate Earned* *Graduation Term/Year*

Last Name *First Name* *Middle Name* *Other Last Name(s)*

Current Mailing Address

Telephone Number

Email Address

Name: Your legal name on record at Clayton State University will be the name printed on your diploma. If you are requesting a name change, official documentation—driver's license, marriage certificate, divorce decree, etc.—is required. For name changes, please print the new name below:

How would you like to receive your diploma/certificate?

- ☐ Pick up
- ☐ Mailed to your home address (listed above)

Items and services requested (check all that apply; fees must be paid at the time your order is placed):

- ☐ Duplicate diploma/certificate (\$12.00) ☐ Shipping fee – **diploma only** (\$3.00)
- ☐ Clayton State University diploma cover (\$10.00) ☐ Shipping fee – **diploma and cover** (\$5.00)

Total fees \$_____

Please note: Credit card payments must be made in person at the Office of the Registrar. If you are mailing this order form, you must enclose a check or money order made out to Clayton State University for the total amount above.

Signature _____ Date _____