

Duplicate Diploma Request

There is a \$15.00 fee for a duplicate diploma. Check should be made payable to Frederick County Public Schools and mailed to:

Frederick County Public Schools
Pat Baisey
191 S. East Street
Frederick, MD. 21701

With the check, please include the following information:

- Full legal name at the time of graduation
- School of graduation
- Year of graduation
- Current address
- Current phone numbers

When we receive this information, we will verify the graduation with the school and the diploma will be ordered. From that time, it takes about 5 weeks to receive the document. When it arrives, I will call and give you the option of picking it up or having it mailed.

Depending on your personal situation, an official transcript from the school may be helpful. Please contact the guidance office at the high school you attended to obtain an official transcript.

Questions? Please call 301-644-5239.