



820 Chestnut Street, B4 Young Hall  
Jefferson City, MO 65101  
Fax: (573) 681-5013  
registrar@lincolnu.edu

## REQUEST FOR DUPLICATE DIPLOMA

Please print the information requested below:

NAME (Print Clearly): \_\_\_\_\_  
*(Name to be printed on the diploma-Full Legal Name is Recommended)*

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### DEGREE INFORMATION

TYPE OF DEGREE: \_\_\_\_\_

MAJOR: \_\_\_\_\_

DATE OF GRADUATION: \_\_\_\_\_

ADDRESS DIPLOMA IS TO BE MAILED TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIPT NUMBER \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_

**NOTE:** *There will be a \$20 fee per copy. Fee can be paid by calling our Cashiers' Office at (573) 681-5085. Please include receipt number and amount paid above.*

**Diplomas are only ordered three times a year. Delivery time for diplomas is approximately 6-8 weeks. Diplomas are mailed by certified mail to the address requested above.**