**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, we will call and give you the option of picking it up or having it mailed. If you know you want it mailed, please include that information in with your check.