



Duplicate Diploma Request Form

Please complete all items on this form and return to the Registration and Records office. Completed requests can be mailed, faxed or scanned and emailed to:

Elizabethtown College
Registration and Records
One Alpha Drive
Elizabethtown, PA 17022
Email: regandrec@etown.edu
Fax: 717-361-1427

There is a \$30 fee per duplicate diploma. Payments should be made directly to the Business Office (717-361-1417 or businessoffice@etown.edu). Checks may be mailed along with this request form and be made payable to "Elizabethtown College"

Name (as it appeared on diploma) _____

Date of Birth _____

Conferral Date _____

Degree Earned _____

Address to mail Diploma _____

Signature _____ **Date** _____

****NOTE**** Handwritten (not typed) signature is required to produce a duplicate diploma