

HOW TO OBTAIN A DUPLICATE DIPLOMA

We get it; things get lost and ruined. Don't let your lost diploma hold you back. Follow the steps below to get your replacement ordered.

1.) OBTAIN YOUR OFFICIAL TRANSCRIPT

Official transcripts can be obtained from Sam Felcher, Registrar at Union Mine High School. Email Sam at sfelcher@eduhd.k12.ca.us or call 530-621-4003 x 4210, or complete the form on our website found [here](#).

2.) COMPLETE THE DIPLOMA REPLACEMENT FORM

Fill in all the required information on the form. The typical turn-around time is 6 weeks and rush is available for additional charge.

3.) GATHER ITEMS

Mail your official transcripts, completed diploma replacement form and \$45 (check or money order only). Include additional rush fees if necessary.

4.) MAIL

Herff Jones
Attn: Diploma Customer Service
4601 West 62nd Street
Indianapolis, IN 46268

