

# DUPLICATE DIPLOMA REQUEST FORM

SUNY Buffalo State  
Registrar's Office, MOOT 210  
1300 Elmwood Ave.  
Buffalo, NY 14222-1095  
Phone: 716-878-4811 Fax: 716-878-3419



TO REQUEST A DUPLICATE DIPLOMA PLEASE PRINT THIS FORM, FILL IN THE INFORMATION BELOW AND RETURN THIS FORM, ALONG WITH THE \$12.00 FEE FOR EACH DUPLICATE DIPLOMA, TO THE REGISTRAR'S OFFICE. (CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO SUNY BUFFALO STATE.) THE DIPLOMA WILL HAVE THE WORD 'DUPLICATE' PRINTED AT THE BOTTOM. PROCESSING TIME IS 6-8 WEEKS.

NAME YOU GRADUATED UNDER\* \_\_\_\_\_

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

TELEPHONE NUMBER (DAY) \_\_\_\_\_

DATE OF GRADUATION \_\_\_\_\_ TYPE OF DEGREE (BA, BS, BFA, MS, etc..) \_\_\_\_\_

**\* Name Change Request:**

Students who are applying for a duplicate diploma and requesting a name change on the diploma will be required to show proof of legal name change.

**PROOF PROVIDED (CHECK ONE):**

- \_\_\_\_\_ Marriage.....*Original Marriage Certificate or Valid Driver's License*
- \_\_\_\_\_ Divorce..... *Original Court Order or Valid Driver's License*
- \_\_\_\_\_ Entire Name Change .....*Original Court Order or Valid Driver's License*
- \_\_\_\_\_ Variation of First and/or Middle Name.....*Original Two Proofs of Identification or Valid Driver's License*
- \_\_\_\_\_ Changes in Spelling .....*Original Two Proofs of Identification or Valid Driver's License*
- \_\_\_\_\_ Foreign Name Change..... *Original Passport or Alien Registration C*

\*\*\*Students who cannot produce required documents in person at the Registrar's Office must have documents notarized. Notary must state on documents that they are verifying the person who produced documents for notarization is the person on the documents. Notarized documents may be mailed to the Registrar's Office along with the Duplicate Diploma form and payment.

NAME AND ADDRESS WHERE DUPLICATE DIPLOMA SHOULD BE SENT:

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

STUDENT SIGNATURE \_\_\_\_\_

RETURN FORM WITH FEE TO:

SUNY Buffalo State  
Registrar's Office / MOOT 210  
1300 Elmwood Ave.  
Buffalo, NY 14222-1095

For office use:  
Fee rec'd \_\_\_\_\_  
Date \_\_\_\_\_  
Ordered \_\_\_\_\_  
Sent \_\_\_\_\_