

**SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY
DUPLICATE DIPLOMA REQUEST FORM**

PLEASE COMPLETE THIS FORM IN ORDER FOR US TO PROCESS YOUR REQUEST FOR A DUPLICATE DIPLOMA. WE WILL NEED YOUR SIGNATURE ALONG WITH YOUR CHECK OR MONEY ORDER IN THE AMOUNT OF \$30.00 MADE PAYABLE TO SUNY ESF.

_____ Last name _____ First name _____ M.I.

_____ Former name (if applicable) _____ Please provide your phone # so we may contact you if necessary

NAME EXACTLY AS YOU WOULD LIKE IT TO APPEAR ON YOUR DUPLICATE DIPLOMA (please print legibly)

PLEASE NOTE: DIPLOMAS WILL ONLY BE ISSUED IN THE NAME UNDER WHICH YOU ATTENDED ESF.

_____ Last 4 digits of your S.S.# _____ Dates attended ESF _____ Year graduated _____ Date of Birth

Mail Diploma to: (please provide complete name & address below)

_____ **Handwritten Signature (required)**

_____ Date

Please mail your request along with your \$30.00 payment to:

Registrar's Office - 111 Bray Hall
SUNY ESF
1 Forestry Drive
Syracuse, New York 13210

Please allow approximately 4 weeks for delivery. There is a \$10 fee for rush orders.

If you have any questions about your diploma please contact: Ashley Buckley (315)

470-6693

Thank you.