



REPLACEMENT DIPLOMA REQUEST

Virginia Beach City Public Schools

To request a replacement diploma, complete and submit the form found below. A **money order** for .96 made payable to Herff Jones must accompany this request. Allow at least 45 days for receipt of the replacement diploma.

If the information you provide is not complete and accurate, your request will be returned. Your FULL NAME (as it appeared on your school records) and DATE OF BIRTH is required in order to process the request. Diplomas will be mailed directly to you at the address provided.

Last (Maiden)	First	Middle
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Date of Birth	High School Where Diploma was Earned	Year Graduated
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Address

City	State	Zip Code
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Signature	Date	Contact Phone
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Mail the Replacement Diploma Request form and Money Order to:

Herff Jones, Inc.

P.O. Box 707

Iola, KS 66749

Any questions should be directed to:

Judi Knight

Customer Service Representative

Herff Jones, Inc.

800-635-5670, ext. 147

jlknight@herffjones.com



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