

**DUPLICATE DIPLOMA REQUEST FORM**

This is a request form to order replacement or additional copies of a Faulkner University/Alabama Christian College diploma. The fee for each copy is \$15.00.

You may mail or fax this form to the address or number at the bottom of the page.

Name on Diploma: \_\_\_\_\_

ID#: \_\_\_\_\_ Degree & Year: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

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I have read and understand the information provided. I understand that I must notify the Faulkner University Registrar's Office (in writing) of any changes to the information that I have provided above. **By submitting this request, I hereby affirm that all information supplied is complete, accurate and also agree to pay the appropriate fee.**

**Choose payment method.**

- Charge the fee to my AmExpress, Discover, MC or VISA # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_
- Check enclosed
- Money Order

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please allow five (5) business days in order to process your request. Thank you for your cooperation.**

Registrar's Office  
Faulkner University  
5345 Atlanta Highway  
Montgomery, AL 36109

334-386-7244 (FAX)

For more information, call 334-386-7240 or 1-800-879-9816 ext. 7240