Hillsborough Community College
Duplicate Diploma Request

Please follow the steps below to have your Duplicate Diploma Request processed.

1) Click on the payment link https://www.hccfl.edu/paying-college/payment-information. Under payment options, click the Pay Online for Health Sciences Application, Testing, Other Fees link. Select the Duplicate Diploma Fee option.
2) Complete the Duplicate Diploma Request Form (see instructions below).
3) Submit the completed and signed Duplicate Diploma Request Form and receipt of payment to graduation@hccfl.edu for processing.

INSTRUCTIONS: This is a fillable form. Click in the response area and type in your answers. (Internet Explorer is the preferred browser) Please note the following when completing this form:

- **The form must be typed. Do not use abbreviations.**
- If you want the duplicate diploma issued in a different name, you must also submit copies of two forms of identification (one MUST include a State/Federal issued picture I.D., such as a Driver's License or Passport). The change will also be reflected on your student record with the school.
- Duplicate or re-issued diplomas will be printed with the current President's and Board Members' names.

Name (on Original Diploma): _____

Requested (New) Diploma Name: _____

Student ID #: _____

Date of Birth: _____

Year Degree Awarded: _____

Program Name: _____

Current Mailing Address:

_____

City, State, Zip Code: _____

Phone Number: (___) _____ **Email Address:** _____

Signature: _____

Please allow two to four weeks for processing. If you have any questions, please email graduation@hccfl.edu.

13119