

# FAULKNER UNIVERSITY

## Duplicate Diploma Request Form

Please allow five (5) business days in order to process your request.

Registrar's Office  
Faulkner University  
5345 Atlanta Highway  
Montgomery, AL 36109  
334-386-7240  
334-386-7244 (FAX)  
registrar@faulkner.edu

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 and the form can be mailed, faxed or e-mailed.

Legal Student Name: \_\_\_\_\_  
(Name printed on diploma as listed in academic software)

ID and or SS #: \_\_\_\_\_ Degree & Year: \_\_\_\_\_

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

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

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

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

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### Payment

**Step One:** Go to <https://secure.faulkner.edu/forms/fees/>

**Step Two:** Type in your Student ID Number, First Name and Last Name

**Step Three:** Follow the instructions to pay by credit/debit card

**Step Four:** Write the Confirmation Number here - \_\_\_\_\_