

REPLACEMENT DIPLOMA REQUEST

Virginia Beach City Public Schools

To request a replacement diploma, please mail money order, or check made payable to Meridian Print along with this form to Meridian Print, P.O. Box 41071, Norfolk, VA 23541.

Or email this form to diplomas@meridianprint.com.

If emailing, we will send a link for payment to your email.

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** are required in order to process the request. Diplomas will be mailed directly to you at the address provided.

Last (Maiden) First Middle

Date of Birth High School Where Diploma was Earned Year Graduated

Current Last Name Email Address
(In case we cannot reach you by phone)

Mailing Address

City State Zip Code

Signature Date Contact Phone

(I am legally authorized to order this replacement diploma)

Pricing

(does not include shipping options)

- *30 day service - **\$15.90** (tax included)
(Your replacement diploma will be mailed to you 30 days after the CVBPS diploma verification process.)
- *10 day service - **\$31.80** (tax included)
(Your replacement diploma will be mailed to you 10 days after the CVBPS diploma verification process.)

*Service time is approximate and subject to the Virginia Beach City Public School system diploma verification process.

The diploma will be mailed to your mailing address.

Shipping Options

(you must pick one)

- USPS regular mail - **\$4**
- USPS Flat Rate - **\$14**
(includes tracking number)
- Will Call Pick-Up - **\$20**

Due to Privacy and Identity Theft protection concerns, we are prohibited from emailing diplomas.

Please make check or money order payable to Meridian Print.