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3215 Cuming Street
Omaha, NE 68131

district.ops.org

STUDENT INFORMATION
SERVICES

AFFIDAVIT OF GRADUATION DUPLICATE DIPLOMA

Frequently asked questions and search fees appear on the reverse side of this application.

CURRENT INFORMATION (PLEASE PRINT)

(First Name) (MI) (Last Name)

(Street Address) (City) (State) (ZIP)

Birth Date: ____/____/____ Home Phone: (____) ____ - ____ Work Phone: (____) ____ - ____

INFORMATION AT TIME OF GRADUATION (PLEASE PRINT)

(First Name) (Middle Name) (Last Name)

(Month and Year of Graduation) (Name of School)

DELIVERY OF AFFIDAVIT OF GRADUATION / DUPLICATE DIPLOMA (Check only one)

Pick Up at 3215 Cuming Street, 3rd Floor (Room 3-139)

Mail To: Name: _____

Address: _____

City: _____ State: _____ ZIP _____

APPLICANT'S SIGNATURE

This form must be signed by the applicant prior to processing a request for Affidavit of Graduation and duplicate diploma. The search fee is not refundable. The Affidavit and duplicate diploma will be held for 60 days from application and then discarded.

Applicant's Signature: _____ Date: ____/____/____

Other than you, who is authorized to pick up Affidavit/duplicate diploma? _____

(Please Print)

Signature of person picking up Affidavit/duplicate diploma: _____

Photo ID for Applicant: _____

Second Party Photo ID: _____ Date: ____/____/____

FOR OFFICE USE ONLY

Receipt Number: _____ Issued On: ____/____/____ Amount: \$ _____ () check () cash

PIN: _____ Graduated: Yes No Graduation Date: ____/____/____ Outstanding Fines: Yes No

Verified by: _____ Date: ____/____/____

AFFIDAVIT OF GRADUATION DUPLICATE DIPLOMA

FREQUENTLY ASKED QUESTIONS

- Q. What is the cost for an Affidavit of Graduation and duplicate Diploma?
- A. A non-refundable prepaid search fee of \$10.00 is required.
- Q. What is an Affidavit of Graduation?
- A. An affidavit identifying your date and school of graduation with official seal.
- Q. How long will it take to process this request?
- A. Upon receipt of the application and the search fee, an Affidavit of Graduation and duplicate Diploma will be provided in 24-48 hours.
- Q. Can I fax or email the application to your office?
- A. No... information cannot be faxed or emailed to our office because of the non-refundable prepaid search fee. It can either be mailed (with a copy of a valid driver's license/picture ID) or brought to our office at the Teacher Administrative Center, 3215 Cuming St., Room 3-139, Omaha, NE 68131-2024.
- Q. Do I have to pick up the Affidavit of Graduation and duplicate Diploma?
- A. No . . . the Affidavit and duplicate Diploma may be mailed if appropriate mailing information is provided.
- Q. May someone else pickup my Affidavit of Graduation and duplicate Diploma?
- A. Yes . . . second party pickup must provide Photo identification and sign for the Affidavit of Graduation and duplicate Diploma.
- Q. How long will my request be kept at your office?
- A. 60 days - then the application, Affidavit and duplicate Diploma are discarded.
- Q. Who do I make the check/money order payable to:
- A. Make check/money order payable to Douglas County School District 001.

If you have questions, comments or concerns, please call (531) 299-0237