

Replacement BDCHS Diploma

Replacement Diplomas are ordered through Herff Jones.
The Alumnus will mail *Herff Jones* (address below) the following items in a single package:

1. **Replacement Diploma Request Form** (page 2 of this document)
2. **Official BDCHS Transcript**
 - Official BDCHS Transcripts are available via [Parchment.com](https://www.parchment.com).
 - Order a paper transcript for delivery to your personal mailing address.
 - When it arrives, do not break the seal on the envelope.
 - Enclose the envelope with your Herff Jones order documents.
3. **Check or Money Order** made out to *Herff Jones* in the amount of \$35.⁰⁰

Mail To:
Herff Jones
Attn: Diploma Customer Service
4601 W 62nd Street
Indianapolis, IN 46268

*Standard production schedule is approximately 6 weeks. **During the months of March, April, and May there will be an additional rush fee:** You may request an expedited production schedule of 4 weeks for an additional \$5.00 or 2 weeks for an additional \$15.00. Any other time there is no rush fee.

Please feel free to call *Herff Jones* with any questions or if you need further assistance.
1-800-635-5670.

Continue to Order Form on next page



DIPLOMA REPLACEMENT FORM

Please complete the form below and enclose when submitting your payment and transcripts.
Unless otherwise noted, all information below is required.

School Name	
City / State / Zip	
County	
Student Shipping Information:	
First Name	
Last Name	
Address	
City / State / Zip	
Email Address:	
Primary Phone Number:	
*Standard production schedule is approximately 6 weeks. For orders received in the months of March, April & May that require a faster turn time you may request an expedited production schedule for an additional charge .	Standard Production Schedule <small>(Included with Replacement Cost)</small> \$5.00 (4 Week Production Schedule) \$15.00 (2 Week Production Schedule)
Replacement Amount Quoted (Standard Production Time)	\$
Additional Rush Fee	\$
Total Amount Enclosed <small>(Quote Plus Any Additional Rush Fees)</small>	\$

Comments:

Replacement Checklist:

- Completed Replacement Request Form
- Official transcript (sealed)
- Check or Money Order made out to **Herff Jones**

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*The name printed on your replacement diploma will be how it reads on your official transcript.