



Instructions for Ordering a Replacement BDCHS Diploma

Replacement Diplomas are ordered through Herff Jones. The Alumnus will need to mail Herff Jones the following items in a single package:

1. The Replacement Diploma Request Form (see attached)
2. An Official BDCHS Transcript - If you need to order an official transcript visit Parchment.com and order a paper transcript to your address. When it arrives, do not break the seal on the envelope. Enclose the envelope with your Herff Jones order documents.
3. A 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 let Herff Jones know if you have any questions or need any further assistance. They can be reached at 1-800-635-5670.