



NOTICE

Effective October 17, 2016

Requests for Duplicate High School Equivalency Records must be submitted online at <https://hsrequest.lctcs.edu> or at the designated Kiosk in the LCTCS lobby.

The following charges will apply to each document request:

Duplicate Transcript: \$15.00

Duplicate Diploma: \$25.00

PayPal Payment Pro® allows you to make payments using a variety of methods including:

- Debit card
- Credit card
- PayPal Credit
- PayPal Cards (PayPal Extras Card or PayPal Smart Connect)
- PayPal Balance
- Instant transfer from your bank account (if eligible)