



Request form

Printed extract from diploma register

This form

Use this form to request a printed extract of all your diploma data from the register.

Send to

Dienst Uitvoering Onderwijs
Examination Services
P.O. Box 30158
9700 LK Groningen

More information

duo.nl
diplomaregister@duo.nl
+31 (0)50 599 77 78

1 Your details

1.1 Citizen Service Number (BSN)

1.2 Surname

First name (in full) and other initials

First name

Other initials

Male

Female

1.3 Date of birth

Day

Month

Year

1.4 Street and house number

Street

House number

Postcode and town/city

Postcode

Town/City

Country

1.5 Telephone number

1.6 E-mail

2 Name of diploma

2.1 Which diploma(s) would you like to receive an extract for?

, awarded in

, awarded in

, awarded in

3 Legalisation

See explanatory notes

3.1 Do you want to have the certificate legalised immediately for use abroad?

Yes > Go to 3.2

No

3.2 In which language would you like the legalisation to be issued?

Dutch

English

4 Evidence

See explanatory notes

4.1 I am sending the following evidence with the request form

A copy of my passport, ID card or residence document > *To be sent with all requests*

The form *Authorization for statement, replacement document or diploma extract* > *Only to be sent if you are making a request on behalf of somebody else*

5 Signature

5.1 I declare that I have completed this form truthfully and in full

Day Month Year

Signature

> *If we are able to process your request, we will send you a request for payment. Once we have received your payment the extract will be sent.*

Explanatory notes

General

A printed extract from the diploma register has the same value as a certified copy of your diploma. The extract contains your personal details and details of your programme.

Examination subjects and results are only included on extracts of secondary education diplomas. These details are not available for other types of diploma.

Costs

A printed extract from the diploma register cost €72 per request. If we are able to process your request, we will send you a request for payment. Once we have received your payment the extract will be sent. If you want to have the certificate legalised, the costs are € 78,-.

Requests by e-mail

You can also scan your request form and evidence and send them to us by e-mail. Please send them to diplomaregister@duo.nl.

Not in the diploma register?

If your diploma is not in the diploma register and you still wish to receive a printed academic transcript, then you may be able to request a certificate stating that you have successfully completed an exam (VAE). A VAE has the same value as your original diploma. Visit www.duo.nl for more information.

For 2.1 Which diploma?

You can only request a printed extract of diplomas that are included in the diploma register. Under the information on diplomas at www.duo.nl you can find a list of the types of education and years that are included in the register.

DUO and your data

DUO will handle and protect your personal data with the utmost care and in accordance with the relevant legal obligations. We comply fully with the Personal Data Protection Act (WBP) at all times. If you would like to find out exactly how we handle your personal data and which services we provide, please visit www.duo.nl. Of course, DUO verifies your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor wherever abuse is uncovered.

For 3.1 Evidence

You need to send a copy of your passport, ID card or residence document with your request. If this is not possible, please include an extract of your personal details. The municipality can provide this extract.

Authorization

If you are requesting a printed extract from the diploma register on behalf of somebody else, then you will need to include an authorization form. Please use the form *Authorization for statement, replacement document or diploma extract*. This form can be found at www.duo.nl.