

# Instructions for Submitting Diploma Signatures

School Name: \_\_\_\_\_  
 City/State: \_\_\_\_\_  
 Information furnished by: \_\_\_\_\_  
 Contact email: \_\_\_\_\_

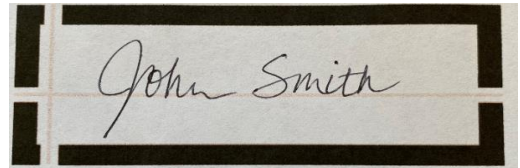
### **If you are a current Jostens customer:**

- \*If you have previously provided signatures, you do not need to resubmit them on this form as we have them on file.
- \*If your signature/title information on file is remaining the same, please confirm via the DIPLOMA INFORMATION REQUEST email that is sent to you.
- \*To add or change a name and/or title – Complete the information below.

### **Instructions for providing signatures:**

- \*Provide name and title of each official that needs to appear on the diplomas/certificates.
- \*Signatures appearing on your diplomas are reproductions of signatures below.
- \*Use black or blue fine tip pen. Do not use wide tip pens or sharpies to sign.**

Example:



- \*Sign within the bold black lines - this is the maximum size the signature can be. The gray lines are provided as a guide to keep the signature straight within the box.

**\*When scanning: Please scan using at least 300 dpi (dots per inch)**

\*When mailing: Please make sure when folding that there are no creases on the actual signatures.

Name \_\_\_\_\_  
 Title to print \_\_\_\_\_  
 New Official     Name Change     Position Change   
 Signature Change

Name \_\_\_\_\_  
 Title to print \_\_\_\_\_  
 New Official     Name Change     Position Change   
 Signature Change

**\*Use black or blue fine tip pen. Do not use wide tip pens or sharpies to sign.**

Name \_\_\_\_\_  
 Title to print \_\_\_\_\_  
 New Official     Name Change     Position Change   
 Signature Change

Name \_\_\_\_\_  
 Title to print \_\_\_\_\_  
 New Official     Name Change     Position Change   
 Signature Change

**\*Use black or blue fine tip pen. Do not use wide tip pens or sharpies to sign.**

Scan signed form using at least 300 dpi  
and email to:

[hsdiplomaorders@jostens.com](mailto:hsdiplomaorders@jostens.com)

or Mail to:

Diploma Order Processing  
148 E Broadway  
Owatonna MN 55060