REQUEST FOR NOTORIZED COPIES

Notarization of transcripts and/or diplomas requires at least two (2) business days, depending on availability of notary. Original diploma must be provided for notarization. No copies may be presented for notarization. If you don't have the original diploma you must also place an order for a duplicate.

Charge per copy: Transcripts: $ .00 plus $3.00 for notarization = $ .00

Diplomas: supply original plus $3.00 for notarization = $3.00

Please notarize my: Transcript ☐ (transcript order attached) Diploma ☐ (original, or duplicate order attached)

Number of notarized copies: Transcript ☐ Diploma ☐ Total charge: _____

Name: _____
First Middle Last

ID# _____ Birthdate: ____/____/_____

Attended from: _____ to _____

☐

_____

_____

Phone: (_____)_____

Signature: _____ Date: _____

Office of the Registrar