***Return to:***
Office of the Registrar
Oregon State University, B102 Kerr Administration Building, Corvallis, OR 97331-2130
**T** 541-737-4331 | **F** 541-737-8123 | registrars@oregonstate.edu | http://oregonstate.edu/registrar

# Notary Service Request Form

**Request a certified copy of a transcript or diploma. Before submitting, please read instructions for this form on the Office of the Registrar website.**

Name: _____OSU ID #:_____
*Last* *First* *Middle Initial*

Mailing Address: _____

Contact Phone: _____ Contact Email: _____

## What documents do you need notarized?

- Original Diploma (submitted with this form); I need _____ copies of it notarized.
- Duplicate Diploma ($40 fee); I need _____ copies of it notarized. Complete the box below.
- Official Transcript; I need _____ transcripts notarized.
- Other Registrar-generated document _____; I need _____ copies notarized.

## If you chose <u>Duplicate Diploma</u> above:

Ordering a duplicate Diploma costs $40. We will send it to you after copies of it are notarized unless you indicate otherwise above.

Full Name on Diploma: _____

Graduation Date: _____

What type of degree did you earn? _____

What Academic College was your degree from? _____

## Where do your documents need to go?

If they are for Oregon's Secretary of State for an Apostille, you need to send an additional form, return envelope and payment to them directly. Go to their website (www.filinginoregon.gov) for more info as we do not coordinate this for you.
**<u>We recommend you request your original and notarized documents be returned directly to you.</u>**

_____
*Name* *Mailing Address* *Phone*

**Mail this request form with additional documents and applicable payment to the OSU Registrar's Office.**

_____ _____
*Signature* *Date*