



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://registrar.oregonstate.edu

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. This form must be accompanied by a copy of your OSU or state-issued photo ID.

Name: _____ OSU ID #: _____
Last First Middle Initial

Mailing Address: _____

Contact Phone: _____ Contact Email: _____

Where do your documents need to go? Please ✓

<input type="checkbox"/>	Original Diploma (submitted with this form): I need _____ copies of it notarized.
<input type="checkbox"/>	Duplicate Diploma (\$40 fee): I need _____ copies of it notarized. Complete the box below.
<input type="checkbox"/>	Official Transcript: I need _____ copies of it notarized.
<input type="checkbox"/>	Other Registrar-generated document _____: I need _____ copies of it notarized.

If you chose Duplicate Diploma 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 (<http://sos.oregon.gov/business/Pages/how-to-get-authentication-apostille.aspx>) for more info as we do not coordinate this for you.

We recommend you request your original and notarized documents be returned *directly to you*.

However, if you are returning your originals to a *different* address than above, please specify here:

Recipient Name *Recipient Email*

Recipient Mailing Address

Mail this request form with additional documents, including a copy of your OSU or state-issued photo ID, and applicable payment to the OSU Registrar’s Office.

Signature *Date*