



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

Before submitting, please read instructions for this form on the Office of the Registrar website.

A copy of your OSU or state-issued photo ID MUST accompany this form.

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

Mailing Address: _____

Contact Phone: _____ Contact Email: _____

What documents do you need notarized? Please ✓

When did you graduate? I graduated **after** Summer of 2005: I need _____ copies of my diploma notarized.
 I graduated **before** Fall of 2005: I need _____ copies of my diploma* notarized.
(*original submitted with this form)

Duplicate Diploma (\$40 fee): I need _____ copies of it notarized. Complete the box below.

Official Transcript: I need _____ copies of it notarized.

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.

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 any additional documents, a copy of your OSU or state-issued photo ID, and any applicable payment to the OSU Office of Registrar Office.

Signature Date