



## 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*

Office Use Only: Rec'd \_\_\_\_\_  ID  SHADEGR  DIPL Proc. \_\_\_\_\_ Not. \_\_\_\_\_ Mail \_\_\_\_\_