



Notary Service Request Form

Date: _____

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: _____

When did you graduate? Please check One: [] After Summer 2005 [] Before Fall 2005

Please identify services (check) and the number of copies needed

Notarized Transcript Service

[] ___ copies - Official Transcript(s): Order Online Paper Transcript, Picked Up, https://registrar.oregonstate.edu/transcripts

Notarized Diploma Service (please check services requested)

- [] ___ copies - Black and white copy of diploma (if graduation was before Fall 2005, include original diploma(s) with this form)
[] ___ copies - Duplicate diploma(s), \$40.00 fee per duplicate (please allow 2-3 weeks for processing)
[] Original diploma(s) (original diploma(s) included with this form)

For duplicate diploma requests, please include your name and degree information below:

Full name on diploma: _____ Graduation Date: _____
Degree earned: _____ Degree Academic College: _____

Notarized Other Documents

- [] ___ copies - Other Registrar-generated Document: _____
[] Special request: Please describe in the box below. Include the number of copies needed.

Empty box for special request description.

Notarized Document Delivery Instructions

- [] Pick Up in Person by: [] Self [] Other (must present photo ID at time of pick up): _____
[] Return all documents to the address listed above
[] Return all documents to a different address

The Office of the Registrar recommends you have your original and notarized documents returned directly to you. If you choose to return these documents to a different name and address than above, please include the information below.

Recipient Name _____

Recipient Mailing Address _____

Return this form, any additional documents, a copy of your OSU or state-issued photo ID, and any applicable payment (payable to Oregon State University) to OSU-Office of Registrar, B102 Kerr Administration Building, Corvallis, OR 97331.

Signature _____

Date _____