

Notarization Request: Transcript/Diploma

- Current and former Graduate students should use this form to request notarization of transcripts and/or copies of your diploma
 - **Notarized transcripts:** [order your transcript through Parchment](#) and select Local Pickup as the delivery method
 - **Notarized copies of diploma:** send your original diploma OR submit a [diploma replacement request](#)
- Return this form to the Graduate Registrar's Office by email, postal mail, fax, or in person
- Please allow up to 2 weeks for notarization

| | | | | | |
|---|--|---|--|---------------|----------------|
| _____ | | _____ | | _____ | |
| Last name | | First name | | Middle name | |
| _____ | | | | _____ | _____ |
| Current Home Address (include Apt. # if applicable) | | | | City | State Zip |
| _____ | | _____ | | _____ | |
| Birth date | | Maiden/Other Name(s) under which you attended | | Phone number | |
| _____ | | _____ | | _____ | |
| LC ID# or last 4 digits of SSN | | Approximate dates of attendance (ex: 2004-2006) | | Email address | |

ORDER

- Notarized transcripts** Number of copies: _____ I have ordered my official transcripts through Parchment and selected **Local Pickup** as the delivery method
- Notarized copies of original diploma*** Number of copies: _____ I have included either: **(a) my original diploma – OR – (b) a Diploma Replacement Request**

If ordering notarized copies of your original diploma you must send the original diploma. If you have lost your original diploma or need a replacement please submit a **Diploma Replacement Request (follow the forms link above). We will return your original diploma along with your notarized documents.*

DELIVERY METHOD (select one):

- Mail to home address above
- In-person pickup from the Graduate Registrar's Office (photo ID required)

Student's Signature: _____ **Date:** _____

Signature indicates permission to release notarized transcript/diploma copy
Please note that this form must be physically signed