



Registrar's Office
414 N. Meridian St. #6189
Newberg, OR 97132
T: 503-554-2218
F: 503-554-3880

NOTARIZED COPY OF TRANSCRIPT/DIPLOMA

In some situations students may be required to provide an Apostille or Authentication along with a notarized transcript or diploma. Foreign jurisdictions often require them before they will accept the notarized document. More information is available from the Oregon Secretary of State. Please allow two to four weeks for the production and notarization of a transcript/diploma.

Student Name: _____

Student ID or SSN#: _____

Contact Phone/Email: _____

1. Please check one:

- I will bring an original transcript or diploma to the Registrar's Office. (no fee)
- I will reorder my diploma. (\$25 or \$50 fee per diploma. See below)

The cost to reorder a diploma earned during or after Spring 2011 is \$50. Diplomas earned prior to Spring 2011 cost \$25 to reorder due to the smaller sizes. If an upgrade to the larger size is desired, the full \$50 fee will be charged.

Diploma Name: _____
(print name exactly as it should appear on your diploma)

Degree(s) Earned: _____

2. Please check one:

- I will pick the notarized document up in the Registrar's Office. (\$10 fee)
- Mail the notarized document back to me. (\$10 fee)

Student Mailing Address: _____

- Mail the notarized document directly to the Oregon Secretary of State. (\$10 fee)

Additional documents required:

- Self-addressed stamped envelope (10"x12" or 12"x15")
- \$10 (per item) check made out to the State of Oregon
- Completed Secretary of State "Request for Authentication/Apostille" form

Student Signature: _____

Date: _____