



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

TRANSCRIPT/DIPLOMA NOTARIZATION REQUEST

The cost of a notarized transcript/diploma is \$10 per document. Additional fees may apply, please see below. 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. DOCUMENT TO BE NOTARIZED – Please check one:

- Official transcript
- Official diploma – If this option is selected, a notarization stamp will be placed on the back of your diploma
- Copy of diploma – The Registrar's Office will make a copy of your original diploma for the notarization

2. PROVIDING TRANSCRIPT/DIPLOMA - Please check one:

- I will submit an original transcript or diploma to the Registrar's Office.
- I want to order an official transcript. (\$7.10 fee)
- I want to reorder my diploma. (\$25 or \$50 fee. 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, must match name on student record)

Degree(s) Earned: _____

3. DELIVERY OF TRANSCRIPT/DIPLOMA - Please check one:

- I will pick the notarized document up in the Registrar's Office.
- Mail the notarized document back to me via First Class mail.

Student Mailing Address: _____

- I need another type of mail service. (additional fees may apply)

Please specify: _____

- I need an additional Apostille from the Oregon Secretary of State. (see reverse for additional requirements)

Student Signature: _____

Date: _____

4. OPTIONAL APOSTILLE PROCESS

In some situations students may be required to provide a government 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. If you need this, please select the option below.

- Mail the notarized document directly to the Oregon Secretary of State.

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