

## REQUEST FOR NOTORIZED COPIES

Notarization of transcripts and/or diplomas requires at least two (2) business days, depending on availability of notary. Original diploma must be provided for notarization. No copies may be presented for notarization. If you don't have the original diploma you must also place an order for a duplicate.

Charge per copy: Transcripts: \$10.00 plus \$3.00 for notarization = \$13.00

Diplomas: supply original plus \$3.00 for notarization = \$3.00

Please notarize my: Transcript  Diploma   
 (transcript order attached) (original, or duplicate order attached)

Number of notarized copies: Transcript  Diploma  Total charge: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

ID# \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Attended from: \_\_\_\_\_ to \_\_\_\_\_ Graduation date: \_\_\_\_\_

I will pick up:  or:

Mail to:  \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_