



# Notarization Request

I, \_\_\_\_\_, have read and understood all  
(Student's name)  
procedures and policies necessary for properly ordering a diploma and/or transcript  
for notarization.

Document needing notarization (check all that apply):

☐ Diploma

☐ Transcript

Please check the method of delivery\*:

☐ Mail to: \_\_\_\_\_

\_\_\_\_\_  
(This should be the same address used on the Diploma Reorder Form if ordering a diploma.)

☐ Pick up in person

☐ Pick up by proxy: \_\_\_\_\_

\_\_\_\_\_  
(Name of person picking up)

\*If you order both a diploma and a transcript, they will be delivered together. No additional information is necessary.

Social Security Number or DBU ID: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Student Signature and Date: \_\_\_\_\_

## OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Sent/Picked Up: \_\_\_\_\_

Records Clerk

Graduation Officer

Notary Public

Transcript Printed: \_\_\_\_\_

Diploma Ordered: \_\_\_\_\_

Notarized: \_\_\_\_\_

(Date and initial each step as it is completed)