



Notary Services Request Form

Only documents originally produced by the Office of the University Registrar can be notarized by the office.

Please allow 1 – 2 business days for documents to be processed.

Academic Transcript:

Complete this form and upload it as an attachment to your online transcript order. Please note, electronic transcripts cannot be notarized.

Enrollment Verification:

Complete this form and include it with your [Enrollment Verification Request form](#).

Note:

Only an official academic transcript or verification is eligible for notarization; photocopies or other reproductions are unacceptable.

Diploma:

Either the original Penn State diploma or a good quality copy can be notarized. Complete this form and forward it with your original diploma or good quality copy to:

LaSha Hardy
114 Shields Building
University Park, PA 16802
(Fax) 814-863-1929

When ordering a replacement diploma, **attach this form** to your [Reissued Diploma Request form](#) and mail it to:

Academic Records
112 Shields Building
University Park, PA 16802-1271

(Please Print)

Name: _____

PSU ID: _____ **OR** *SSN: _____
*Only enter your SSN if you do not provide your PSU ID number.

Address: _____

Country for which the documents are being prepared: _____

Apostilles and Certifications are not issued for documents that will be used within the United States.

Phone Number: _____ Email Address: _____