



# 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:

Registrar Notary  
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.

Mailing Address to Send the Documents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_