



TRANSCRIPT/DIPLOMA NOTARIZATION REQUEST

There is no cost for having a diploma or transcript notarized, however additional fees may apply for the documents themselves (please see below). Please allow two to four weeks for the production and notarization of a transcript/diploma.

Student Name: _____

Linfield ID or SSN: _____

Contact Phone/Email: _____

1. DOCUMENT TO BE NOTARIZED – Please check one:

- Official transcript
- Official diploma – (Required for Apostille) A notarization stamp will be placed on the back of your diploma
- Photocopy of diploma – The Office of the Registrar will make a photocopy of your original diploma for the notarization

2. PROVIDING TRANSCRIPT/DIPLOMA - Please check one:

- I will submit an original transcript or diploma to the Office of the Registrar.
- I want to order an official transcript. (\$7.50 fee)
- I want to reorder my diploma. (\$50 fee)

Diploma Name: _____
(print name exactly as it should appear on your diploma)

3. DELIVERY OF TRANSCRIPT/DIPLOMA - Please check one

- I will pick the notarized document up in the Office of the Registrar
- 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 Linfield University to send this along with your notarized document(s), 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" - large enough to contain your diploma)
- \$10 (per item) check made out to the State of Oregon
- Completed Secretary of State "Request for Authentication/Apostille" form

<i>Office Use Only:</i>	
Student Account	
ECSI:	_____
SA:	_____
Approval:	_____
Registrar's Office	
Date Sent:	_____
Clerk(s):	_____

I authorize payment to Linfield University for the Diploma Reprint requested on my:

VISA MASTERCARD CASH CHECK NO. _____

Card Member Name: _____ Credit Card Number: _____

This Order's Amount Total: _____ Expiration Date: _____ Security Code: _____

Card Holder's Signature