

## Apostille/Notarization Request Form

This form is to request authentication and notarization of University of Kentucky issued documents as the first step in the Apostille process. For the next steps, please visit [registrar.uky.edu/apostille-documents](http://registrar.uky.edu/apostille-documents).

### Contact Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Street

Apt.

Phone: \_\_\_\_\_

City, State

Zip Code

Country

### Document Information (indicate which document(s) you would like notarized):

 Diploma I am providing my original diploma.

Mail original diploma to the address listed at the top of the page.

 I would like to request a replacement diploma.Complete the replacement diploma request process at [registrar.uky.edu/replacement-diplomas](http://registrar.uky.edu/replacement-diplomas).

The cost for a replacement diploma is \$25.

 TranscriptPlease place an order for your transcript through the National Student Clearinghouse at [getmytranscript.com](http://getmytranscript.com) and enter [transcripts@uky.edu](mailto:transcripts@uky.edu) as the receipt. The cost to order a transcript is \$10 per transcript plus applicable fees.

Number of copies of each document to be notarized: Diploma \_\_\_\_\_

Transcript \_\_\_\_\_

### Return Information:

 I would like the documents mailed to the address I listed above. I would like to pick up the documents myself or have someone else pick them up on my behalf.

Name of Individual Picking Up Documents: \_\_\_\_\_

By signing below, I certify that I am the above named student and authorize the University of Kentucky to process my request and, if applicable, release the documents to the individual listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Documents to submit to Registrar's Office:

 Request Form Copy of Government-Issued Photo ID Original Documents      or       Request(s) for Replacement Documents

**Please note:** This form will not be processed unless it is submitted with a copy of a government-issued photo ID. Once we have received all required documents, your request will be processed within 3 business days.