



Office of the University Registrar
 10 Funkhouser Building
 Lexington, KY 40506-0054

P: (859) 257-5055
 F: (859) 257-7160

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.

Contact Information:

Name: _____ Email: _____

Mailing Address: _____

UK ID or Last Four of Social: _____ City, State Zip Code Country
 Phone: _____

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 duplicate diploma request process at uky.edu/registrar. The cost for a replacement diploma is \$25.
- Transcript
 Please place an order for your transcript through the National Student Clearinghouse at getmytranscript.com and enter transcripts@uky.edu as the recipient. The cost to order a transcript is \$10 per transcript.

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 above. I also agree to pay any international shipping costs and/or expedited processing costs incurred.

Signature _____ Date _____

Documents to submit to Registrar's Office for request:

- Request Form
- Government-Issued Photo ID
- Original documents **or** Request(s) for Replacement documents

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