



# WVU Office of the University Registrar Notary Service Request Form

The name under which you attended WVU

Student ID or social security number

Mailing Address for Shipping the Completed Notarization

City

State

ZIP Code

Country

Your Phone Number

Your E-mail

### What documents do you need notarized?

Original Diploma\*

Replacement Diploma, I have attached a Replacement Diploma Request Form

Scanned/Faxed Image of the Diploma, I need \_\_\_\_\_ copies\* notarized.

Original Transcripts, I have ordered \_\_\_\_\_ transcripts\* to be notarized.

Other Registrar Generated Documents\*, I need \_\_\_\_\_ copies\* notarized.

Note: The Office of the University Registrar will not notarize documents from other institutions or departments.

### Where do your documents need to go?

If this is for the West Virginia Secretary of State Apsotille, you need to send an additional form and payment to them directly. Go to their website ([Authentication of Documents for International Use](#)) for more information as we do not coordinate this.

I would like to pick up the notarized document at the Office of the University Registrar.

I would like the notarized document to be mailed to the above address provided.

**\*Service Fee: \$5.00 per notarized document, Money Order, made payable to West Virginia University.**

Complete this form when requesting the above documents for notarization. Depending on the notarized document, processing time varies. There is no rush service for notarization.

*A signature from the student/graduate is required to authorize this request*

**Signature:**

**Date:**

Please send the above items to:

Office of the University Registrar  
ATTN: Graduation Unit  
PO Box 6878  
Morgantown, WV 26506

Contact Information:  
Registrar.WVU.EDU  
Registrar@mail.wvu.edu  
(304) 293-1988, Ext. 3

**Office Use Only**

Amount Assessed

Payment Assessed by

Date

GU Initial

Verify Record

No Holds

\$