



WVU Office of the University Registrar Notary Service Request Form

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

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 WVU Office of the University Registrar 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.

Where do your documents need to go?

If this is for the West Virginia Secretary of State Apostille, you need to send an additional form and payment to them directly. Go to their website (<http://sos.wv.gov/business-licensing/apostilles-authentications>) or call 1-866-767-8683 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.

Submission of this form acknowledges that upon our receipt:

- 1) The notarization fee has been paid or Money Order is included
- 2) All documents for notarization have been ordered or attached to this form
- 3) No university financial hold is present on the student record
- 4) The signature from the student is provided below to authorize this request
- 5) Incomplete submission will result in delay, return to sender, or rejection

Please allow 3-5 business days for processing. There is no tracking number or rush service for notarization.

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	\$		